

## NHS London Healthy Urban Development Unit

### Planning Manager ~, NHS London Healthy Urban Development Unit

#### Job Description

**Job Title:**

Planning Manager

**Hours:**

37.5 hours

**Base:**

169 Union Street, SE1 0LL

**Responsible to:**

Head of NHS London Healthy Urban Development Unit

**Accountable to:**

Director of London Estates Delivery Unit

**Responsible for:** Planning Officers and GIS & Data Analyst

#### 1. Job Summary

The London Healthy Urban Development Unit was established in 2004 in response to the unprecedented growth that is forecast for London and its implications for the improvement of health of Londoners and the delivery of healthcare services. The principle aims are to ensure that ICBs across London and the wider ICSs are supported to engage in the planning and development agenda, to facilitate the planning of health service infrastructure and services, to maximise health gain from development, and promote healthy development. The Unit is based at 169 Union Street, co-located and arranged by the Director of the London Estates Delivery Unit.

The Project and Planning Manger will play a key role in

- ensuring a responsive and effective service to the ICBs to provide strategic planning advice and support.

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- line managing the Planning Officers and GIS and Data Analyst posts within the Unit
- Being responsible for the management and development of the HUDU Planning Contributions Model and other tools used by the Unit.
- Being responsible for keeping the HUDU website relevant and up to date.
- Providing strategic planning advice to the ICBs and to the London Estates Delivery Unit
- Supporting the Head of the Unit in promoting the work of the Unit and liaising with the Units Stakeholders

### Key Working Relationships

The postholder will be required to maintain constructive relationships with a broad range of internal and external stakeholders including;

London ICBs – at different levels including Estate Directors, their teams and other departments.  
Local authorities, primarily public health, planning and regeneration staff)  
Office for Health Improvement and Disparities  
Greater London Authority  
Private sector planning and related consultants  
NHS England, Property Services and NHS Trusts  
Health related organisations – London and national

The post holder will participate in internal and external working groups/projects services and initiatives to provide information, analytical advice and expertise.

Liaise with ICB, developers and local planning authorities to share best practice.

### Accountable Areas

- To lead and develop identified work streams on urban planning and urban development enabling the Unit to become a high quality resource to the NHS in London.
- To promote effective engagement between ICBs and Borough Councils by providing advice and assistance to both organisations in line with identified priorities.
- To contribute to, monitor and respond to health and planning strategies with a view to optimising the benefits for the wider determinants of health and to securing modern health

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- care services to meet the needs of new and existing communities
- To be responsible for the range of bespoke planning tools developed and/or managed by the Unit, including the HUDU planning contributions Model
- To oversee and manage the work of the Planning Officers and GIS and Data Analyst roles within the Unit.
- To
- To monitor significant planning proposals across London and advise ICBs, Trusts and the others to ensure their effective, timely engagement in the development process.
- To support negotiations between PCTs and others and planning authorities with a view to securing the optimum health outcomes from development proposals.
- To maintain a web-based resource to support the ICBs, Trusts and others in understanding and engaging in the planning and development process.
- To carry out research into all aspects of health and planning and endeavour to ensure that the work of the Unit meets best practice standards
- To commission and manage consultancy commissions as directed by the Head of Unit.

### **3.1 Operational requirements**

- Postholder has responsibility and accountability for own work area and leads independently on this. Takes guidance from corporate or national policies and guidelines
- Ensure that the team strategy is in line with business objectives and are fully cascaded
- As senior work stream lead, works internally and externally to deliver projects, initiatives and services to time and in a cost-effective way
- Support the identification and sharing of best practice in all matters of business and employee engagement
- Operate in a political and sensitive environment.
- Personally lead, support and contribute to formal negotiations with senior staff from external stakeholders, providing a high level of negotiating expertise.

### **3.2 Financial and physical resources**

- The postholder will be responsible for budgets associated with the management of the function
- Responsible for supporting the commissioning of projects and procurement of services to support project delivery
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility

### **3.3 Staff management**

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- Postholder will be line manager for the Planning Officers and GIS and Data Analyst including the full range of HR responsibilities
- Responsible for team members' development and job performance management. Work in conjunction with line managers and other job managers to assess and manage information about an individual's performance and capability development.

### **3.4 Information management**

- Develop the acquisition, provision and use of knowledge and information
- Draft reports summarising status on issues, appraising outcomes, and providing progress reports for the directorate leads
- Interpret and present data to highlight issues, risks and support decision making.

### **3.5 Research and development**

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information
- Deliver projects to comply with key performance indicators
- Co-ordinate research and development initiatives, delegating as appropriate.

### **3.6 Planning and organisation**

- Ensure projects and initiative are delivered on time, to quality standards and in a cost-effective manner, adjusting plans as required
- Determine the development of performance and governance strategies and the development and implementation of improvement programmes
- Drive and lead development and improvement of processes
- Identify and assess strategic opportunities for the team's areas of expertise.

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# Person Specification

### Band 8b

#### Supporting evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

**Please note:** This example person specification has been completed for guidance. Please list the essential and desirable criteria, relative to the job you are designing, under each section as required.

Factors	Description	Essential	Desirable	Assessment
<b>Knowledge, Training and Experience</b>				
	Degree in planning or related subject or equivalent ( degree level qualification in public health may be considered)	√		A/I
	Post-graduate degree or equivalent		√	A/I
	Substantial relevant experience at planning policy level in public/private/voluntary sector	√		A/I
	Experience of high level relationship management with internal and external stakeholders;	√		A/I
	Experience of developing cross cutting policy	√		A/I
	Demonstrable track record in project design and delivery in complex environments	√		A/I

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	Evidence of continued professional development	Y		A/I
	Member of relevant professional body		√	A/I
	Experience of drafting briefing papers and correspondence for a variety of audiences	Y		A/I A/I
	Experience of monitoring budgets and business planning processes		Y	A/I
	Understanding and knowledge of the NHS structures and roles	Y		A/I
	Knowledge of project principles, techniques and tools, such as Prince 2 Foundation and Microsoft Project	Y		A/I
	Good knowledge of the London planning policy context and challenges facing the NHS in relation to the planning process	Y		
	Excellent knowledge of the planning legislation, policy and regulations	Y		
<b>Communication skills</b>				
	Interpersonal/Relationship management skills	√		A/I
	Excellent Negotiating/influencing skills			
	Excellent Oral and written communication	√		A/I
	Ability to prepare and produce concise yet insightful communications for dissemination to internal and external stakeholders	Y		A/I

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Analytical skills				
	Ability to analyse complex issues	√		A/I
	Qualitative and quantitative research and analysis skills	√		A/I
	Proven skill in using spreadsheets and IT in analysis and GIS experience	√		A/I
Planning skills				
	Evidence of planning and delivering programmes and projects and services on time	√		A/I
Autonomy				
	Capable of managing own workload and making informed decisions in the absence of required information, working to tight and often changing timescales	√		A/I
Equality and diversity				
	Ability to demonstrate knowledge and understanding of equality of opportunity and diversity. Being aware of how individual actions contribute to, and make a difference to, the equality agenda	√		A/I
Other				
	Ability to manage teams, including influencing some without direct line management	√		A/I
*A=Application form      I=Interview      T=Test      C=Certificate				

## Working for NEL Integrated Care Board

### About North East London and the NEL Integrated Care Board (NHS NEL)

North East London is steeped in history and culture, and home to over two million people (and rising). It's the most diverse area of the UK; and because of that, one of the most exciting and vibrant places to work.

NHS North East London works with our health, social care, voluntary and community partners and residents) to plan and buy health services to meet our population's needs, making sure all parts of the local health and care system work effectively together. We work as part of the North East London Integrated Care System [northeastlondonhcp.nhs.uk](https://northeastlondonhcp.nhs.uk)

We make sure residents and visitors have the best physical and mental health and have good access to high-quality health and care services. We have a vision to *“work with and for all the people of North East London to create meaningful improvements in health, wellbeing and equity.”*

We serve eight local authority areas: Barking and Dagenham; City of London; Hackney; Havering; Newham; Redbridge; Tower Hamlets; and Waltham Forest.

### Our Culture

Every day our NHS people do amazing things, often in challenging circumstances.

The NHS is founded on a set of [principles and values](#) that bind together the communities and people it serves and the staff who work for it.

We are all responsible for bringing NHS values to life and contributing to a culture and working environment which is grounded in compassion, collaboration and inclusion. Our organisational behaviours set out our ambition for the culture we aspire to:

- We are open, honest and act with integrity
- We treat everyone with kindness and compassion



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- We are tenacious in our approach to inclusion, challenging inequalities in everything we do to create a place where everyone can belong
- We work collaboratively with colleagues and partners to make the whole system work better for our population
- We focus on achievement and high standards of performance that contribute to improvements for our population
- We contribute to a psychologically safe work environment grounded in trust
- We focus on continuous personal development to reach our potential.

We expect all staff to ensure local people are at the heart of our work, no matter what their role is. Understanding the views of local people and working with them to improve services and lives is critical to our work.

## Sustainability and Health Outcomes

In common with the Greener NHS agenda, NHS NEL is committed to reaching net zero carbon by 2040 and have an [ICS Green Plan](#). We have a staff action group, a carbon literacy offer and host system-wide net zero networks. We expect all staff to familiarise themselves with the Green Plan and ensure that they are making low carbon decisions that protect our people and planet when designing and delivering health and care services.

## Creating an Inclusive Working Environment

NEL is committed to creating an inclusive working environment and is proud to be an equal opportunity employer. We want to provide a great workplace where our People can develop and thrive in a compassionate and inclusive space.

Equality, diversity and inclusion is more than just a commitment at NEL – it's the foundation of what we do and for the community we serve leading to improved health delivery and greater staff and patient experiences. Our organisation relies on the hard work and commitment of our employees and our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in our staff team.

Every employee is responsible for ensuring that they are committed to creating a truly inclusive workplace, respecting others and are clear in what is expected of them. Our

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Standards of Business Conduct set out the organisation's expectations and we expect our Leaders to ensure that they are familiar with a Code of Conduct reflecting the Department of Health's requirements on NHS Managers.

We will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve their own and colleagues working lives to create a healthy and productive working environment.

### Confidentiality / Data Protection / Freedom of Information

You have a responsibility to maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998.

Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, postholders must apply NHS NEL's FOI procedure if they receive a written request for information.

### Health and Safety at NEL ICB

All postholders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that NHS NEL's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and

employees.

### Risk Management

You have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. It's a great idea to familiarise yourself with NHS NEL's use of risk assessments to predict and control risk, as well as the incident reporting system for

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learning from mistakes and near misses in order to improve services. You will also be required to attend training identified by your line manager in relation to your role, or where it is stated by NHS NEL to be mandatory.

### Safeguarding Children and Vulnerable Adults

You have a general responsibility for safeguarding children and vulnerable adults in the course of your daily duties and for ensuring that you are aware of the specific duties in relation to your role.

### Infection Prevention Control

### Your Health

It is NHS NEL's policy to promote health within our community. Smoking is actively discouraged and it is illegal within NHS North East London's buildings and vehicles. If you would like to get help to quit smoking, please contact our Smokefree service on 0800 046 99 46.