

CANDIDATE PACK

Closing date: **Sunday, 8 August, 2021 at midnight**

CHIEF PLANNER

IRC88571

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Image: St Andrew's House, Edinburgh



WELCOME FROM THE PERMANENT SECRETARY

Thank you for your interest in joining the Scottish Government – I'm delighted that you want to be part of our team.

This is both a challenging and exciting time for Scotland and the Civil Service. The Scottish Government has been at the forefront leading the country's response to the Coronavirus pandemic, whilst also preparing for Brexit and delivering vital public services. These issues have a direct impact on the lives and wellbeing of Scotland's citizens. Strong inclusive leadership, teamwork and flexibility has been, and will continue to be, key to our success. This is why I am looking for passionate people who can lead diverse teams and respond quickly, effectively and compassionately to challenges and change. What else do I look for in my leaders? I am looking for people from all backgrounds who can role model our values, work across organisations and boundaries and translate strategic vision into a clear common goal. A key part of your role as a Scottish Government leader will be building a kind and inclusive culture where all staff can contribute and feel valued whilst delivering the Government's agenda. Most importantly, I am looking for leaders who ensure all team members feel they are treated fairly, have a sense of belonging and are inspired to bring their best to work every day.

If the challenge of this role excites you and you think you have the integrity, skills and experience to fulfil it, I look forward to hearing from you.

Leslie Evans

Permanent Secretary, Scottish Government



Image: Leslie Evans, Permanent Secretary



DIVERSITY AND INCLUSION

“For the Scottish Government properly to serve the citizens of Scotland, it’s vital that we are a welcoming and inclusive employer. We are actively seeking colleagues committed to that journey, determined to improve diversity and to create a culture where everyone’s experience and perspectives are valued.”

Lesley Fraser, Director General, Corporate



Image: Lesley Fraser

Scottish Government is an equal opportunities employer. That means we treat all staff equally, irrespective of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, gender identity, caring responsibility or trade union membership. We employ people on the basis of their merit – their skills, aptitudes and attitude – nothing else.

We encourage a diverse and inclusive workforce, one that represents the different age groups, socio-economic backgrounds, faith and beliefs that make up our country. That’s why we are committed to increasing the diversity of staff and to building an inclusive culture where everyone feels comfortable voicing their own opinions and ideas.

As a Scottish Government leader you will play a key role in building our inclusive organisation. Inclusive leadership will be at the heart of what you do and how you do it – both as a champion and as a role model.

In practice, this means positively valuing different perspectives and skills and making sure that we make full use of these unique contributions. It also means developing a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Scottish Government has a range of activities which promote diversity and inclusion within our workforce. We would particularly welcome interest from women and individuals from those groups currently under represented at this level, including lesbian, gay or bisexual orientation and/or transgender or intersex status (LGBTI), disabled and those from a minority ethnic background. The Scottish Government also supports applications from those who wish to work an alternative pattern and would be happy to discuss options with you.



BACKGROUND

The Scottish Government - Scotland's Civil Service

The Scottish Government is at the centre of Scotland's network of public services and institutions, working to make Scotland a more successful country and a better place to live. We are responsible for over £40 billion of expenditure each year. This provides the public services used every day by the citizens of Scotland including health, education, justice, housing and social security.

The Scottish Government continues to grow and develop. Our collective aim is to improve progress towards the realisation of national performance outcomes as expressed in the [National Performance Framework](#).

Working with the Parliament, partners, communities and citizens the core purpose of this work is to:

- create a more successful country
- give opportunities to all people living in Scotland increase the wellbeing of people living in Scotland
- create sustainable and inclusive growth
- reduce inequalities and give equal importance to economic, environmental and social progress

When doing this we are guided by the following values:

- to treat all our people with kindness, dignity and compassion
- to respect the rule of law
- to act in an open and transparent way

This new role is pivotal to creating a more successful country with opportunities for all of Scotland to flourish through increased wellbeing and sustainable and inclusive economic growth.

Senior Management Structure

The Permanent Secretary is the most senior civil servant in Scotland. There are eight Directors-General with strategic responsibilities for Corporate; Economy; Scottish Exchequer; Health and Social Care; Education and Justice; Communities; Constitution and External Affairs; External Affairs. They are joined on the Executive Team by the Director for People, Solicitor to the Scottish Government, Chief Financial Officer, Director for Communications, Ministerial Support and Director for Equality, Inclusion and Human Rights.

A Director-General oversees a number of Directorates and Agencies, which are headed up by Directors. Directorates will in turn be divided into Divisions, each of which is headed up by a Deputy Director. Under Divisions are Teams or Units.



The Executive Team (ET) is responsible for providing leadership and direction to ensure that the organisation can deliver its goals. The team is collectively and individually accountable for the organisation's strategy and performance, ensuring that the staff and resources of the Scottish Government are best used to respond to ministerial priorities and deliver the best service possible for the people of Scotland.

Further information about the Scottish Government, can be found [here](#).

This post comes under the DG Communities/Directorate for Local Government and Communities and there is more detail about the DG and Directorate in the Role section below.



THE ROLE



Image: Exterior of Victoria Quay building, Edinburgh

LOCATION: Edinburgh with some travel required across Scotland

GRADE AND SALARY: SCS 2, £95,930

CONTRACT TYPE: Permanent contract on civil service terms

The post of Chief Planner is based in the Planning and Architecture Division (PAD), within the Directorate for Local Government and Communities and part of the Directorate-General for Communities. The DG Communities post was created in March 2021 and pulls together Social Security Agency, Directorate for Social Security, Housing and Social Justice Directorate, Equality Inclusion and Human Rights Directorate, Local Government and Communities Directorate and the Directorate for COVID Recovery. The Local Government and Communities Directorate's responsibilities are diverse and include:

- Local Government Relations, Finance and Analytical Services
- Public Service Reform Division
- Planning & Architecture
- Building Standards
- Third Sector and Public Bodies

The directorate is generally outward facing across the public and third sectors but the divisions share a number of key national performance framework measures. The directorate also plays a key role in ensuring a number of key strategic Government commitments are met and has a common aim of engaging with and reforming public services to ensure there is the right infrastructure in place to help the most vulnerable in our communities and focus on recovery from COVID. The Directorate also works collectively across divisions to ensure that the priorities of the directorate are met as demands on resources change.

PAD is responsible for the Scottish Government's policies and decisions on a wide range of planning, place and architecture issues, including the programme for digital transformation of the planning service, and providing the Scottish Government's front-line services on eDevelopment and environmental assessment.

The planning system is used to manage the development and use of land in the long term public interest. It considers where development should happen, where it should not and how development affects its surroundings. Policy around planning and place is cross



cutting involving collaboration across the Scottish Government but including on climate change, infrastructure, transport, economy, environment, housing regeneration and health. Scotland's fourth National Planning Framework, currently in preparation and being led by PAD, will support the Government's aspirations for net zero, resilient communities, a green economic recovery and better, greener places.

Scotland's planning system has undergone significant modernisation in recent times. The Chief Planner leads implementation of the Planning (Scotland) Act 2019, the overall aim of which is delivery of a planning service that is efficient, inclusive and fit for purpose which will support the Scottish Government's National Performance Framework.

This vacancy contributes towards delivery of each of Scotland's National Outcomes ensuring we support inclusive growth and balance development opportunities with environmental protection to ensure we live in well-designed, sustainable places and that balance development aspirations with environmental protection that make the most of our natural resources and empower communities to play their full part in shaping their places.

Team

The (approx.) 80 staff reporting to the Chief Planner are responsible for planning legislation, policy (including National Planning Framework and Scottish Planning Policy), statutory casework, planning authority performance, development delivery, promotion of Place, environmental assessment and planning's digital transformation programme. The Chief Architect and his team also report to the Chief Planner. PAD comprises a range of staff including chartered planners and chartered architects, specialists in environmental assessment, professional policy, digital, communications and business management colleagues. The Chief Planner is the lead official advising Scottish Ministers on planning matters but reports to the Director for Local Government and Communities.

You will also work with a number of internal and external stakeholders:

- Ministers
- Other SG Departments
- Government Agencies
- Whitehall Departments and other Devolved Administrations
- Local and National Park Authorities, Heads of Planning Scotland and COSLA
- Planning and architecture professional bodies – RTPI, RIAS
- Private Sector – CBI, Homes for Scotland, Scottish Property Federation, FSB, etc.
- Sectoral Development Interests – renewables, waste, minerals and aquaculture etc.
- Environmental organisations – RSPB, Scottish Environment Link
- Community Organisations including PAS (formerly Planning Aid Scotland)



CURRENT PRIORITIES

- Playing a leading role and preparing a draft National Planning 4 (NPF4) for public consultation and Scottish Parliament consideration by October/November. As well as covering all national planning policies, and a national spatial strategy, this will include controversial elements including housing land targets for each local authority in Scotland.
- Continue to contribute to the COVID recovery and National Performance Framework measures through effective operations of the planning system to ensure that plans and proposals continue to progress through the system and providing technical support to the development of planning policy.
- Drive the digital transformation programme to improve planning processes and implement savings across a number of sectors by delivering a programme of Digital Transformation, including 24-month delivery plan and five year roadmap. Ensuring the efficient, effective delivery of Scottish Ministers' statutory responsibilities on planning, historic environment and development planning casework.
- Developing a new schedule for implementation of the Planning (Scotland) Act 2019 through regulations and guidance, following some COVID-related delays.
- Delivering a place-based investment programme in support of PfG commitments on 20 Minute Neighbourhoods.



KEY DUTIES AND RESPONSIBILITIES

- Act as Head of Profession for Planners in the Scottish Government and influence key planning, place and architecture decisions in Scotland;
- Offer excellent leadership for the team responsible for the provision of clear and authoritative advice on Land Use Planning and statutory casework to Scottish Ministers;
- Promote the policies of the Scottish Government on planning;
- Drive the digital planning transformation programme;
- Advise the Scottish Government on planning matters to ensure that planning and place issues that arise in the development across wider Government policies are well considered, understood and effectively communicated;
- Ensure effective management of financial and other resources, managing a budget of £11.5m which includes cores funding for Architecture and Design Scotland and for PAS (formerly Planning Aid Scotland);
- Contribute to the leadership and management of the Directorate as a whole through membership of the Directorate Senior Management Team with an opportunity to lead on a number of exciting corporate priorities for the Directorate which includes Programme for Government, new SG vision, planning and prioritisation, Governance and Risk, leadership and development of staff and taking an overview on the SG Budget;
- Contribute to the development, promotion and implementation of the corporate policies and initiatives of the Scottish Government;
- Act as sponsor to the agency Architecture and Design Scotland;
- Develop and maintain effective and productive working relationships with external stakeholders;
- Support place-based working and application of the 'place-principle' alongside public, private and third-sector interests



ESSENTIAL CRITERIA

Post-specific Criteria

Qualifications and professional membership

- Professional membership of the Royal Town Planning Institute;
- A degree or equivalent level qualification in Town and Country Planning;

Planning experience

- Clear evidence of high standing and strong contributions within the planning profession and the wider planning community, principally within Scotland but also internationally;
- Demonstrate significant experience in the development of legislation, policy and other initiatives to support large scale planning modernisation, and a sound understanding of strategic planning issues and planning practice across Scotland;

Leadership Criteria

Leading collectively

- Taking an effective whole system approach to complex, dynamic and significant issues; actively developing wide networks internally and externally, including with senior politicians, breaking down and collaborating across barriers to deliver outcomes;
- Being a visible corporate leader, influencing and supporting corporate activities and goals as a member of a senior team;

Developing others

- Embedding an inclusive, learning culture in your organisation and teams, trusting and empowering others and enabling high performance and innovation;
- Ability to actively manage wellbeing and create an environment where diversity of thinking and perspective is both valued and nurtured;

Leading others

- Setting clear strategic direction and making high quality decisions which balance risk and stakeholder interests to deliver outcomes;
- Excellent communication skills and the ability to build visibility and awareness with senior partners and stakeholders;

Understanding and developing self

- You will demonstrate a strong understanding of yourself as a leader as well as a passion for your work and your own continuous personal development. This includes acting as a role model for inclusive leadership by clearly articulating, with courage and humility, how your personal life experiences and background impact on your thinking and behaviour.

HOW TO APPLY

Applications should be submitted by no later than **midnight 8 August 2021**.

There are two parts to the application, both of which must be fully completed for your application to progress:

1. Online application form – click ‘apply’ on the advert on [Scottish Government \(work-for-scotland.org\)](https://www.gov.scot/work-for-scotland). The form has a number of sections, covering information required for the recruitment process and to enable us to monitor our performance as an inclusive employer. These include:

- **Diversity Monitoring.** See the [Civil Service Diversity and Inclusion Strategy](#) for more information.
- **Disability Confident Scheme** (previously known as Guaranteed Interview Scheme) for disabled persons. For further information, see [here](#). If you require reasonable adjustments to support you to apply for this role, please email Elizabeth.michelakakis@gov.scot in confidence. For example, a reasonable adjustment at application stage could be providing information in an accessible format.
- **Nationality section.** Please see the [Civil Service Nationality Rules](#) for further information.

The online application form is solely for HR use and will not be given to the selection panel.

2. Emailed supporting statement and CV – sent to SCSHR@gov.scot

The selection panel will use these two documents to assess your suitability for the role against the essential criteria during sifting.

- **Supporting statement** (maximum 1,500 words) explaining how your skills, qualities and experience make you suitable for the role. You should make particular reference to, and structure your supporting statement around, the essential criteria
- **CV** setting out your career history, with key responsibilities and achievements. This should provide details of your qualifications and career history with dates and reasons for leaving



PROCESS AND TIMELINES

Process

This competition is being run in accordance with the Civil Service Recruitment Principles.

If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This may include an individual psychological assessment and a staff engagement exercise.

You may also have the opportunity to meet with key stakeholders prior to the final selection panel interview to learn more about the role and the organisation.

Interviews and assessments are expected to take place online. The panel that will be conducting your interview, will be confirmed closer to the time.

Relocation Expenses

Relocation expenses of around £6,000 may be available if you have to move house to take up this appointment. Further details will be provided to the successful candidate but you should not in any event commit yourself to any expenditure without prior discussion with the Scottish Government. The Scottish Government has developed this [website](#) to provide information for people considering living and working in Scotland which provides information on the variety of lifestyles on offer and an insight into why you should consider moving to Scotland.

INDICATIVE TIMELINE

Vacancy closes

8 August 2021

Shortlisting

w.c. 16 August
2021

Assessments

w.c. 23 & 30 August
2021

Interviews

w.c. 6 September
2021

Final Outcomes

September

*Timings are subject to change and may alter. You will be informed appropriately.



PROCESS AND TIMELINES

Equal Opportunities Monitoring

Helps us monitor selection decisions to assess if equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. Please note we also use diverse recruitment panels.

Disability Confident Scheme

Scottish Government is a disability confident employer. This means all disabled applicants who claim a guaranteed interview and who meet the essential criteria will be invited to interview or further assessment. If you need them, we will make reasonable adjustments throughout the recruitment process. Please contact Elizabeth Michelakakis (Elizabeth.michelakakis@gov.scot) to discuss how we can support you appropriately at any stage of the process. Please see our [Disability Fact Sheet](#) for more information.

Data Protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Anonymised personal data may also be used for the purposes of monitoring the effectiveness of the recruitment process





TERMS, CONDITIONS AND BENEFITS

Appointment term	Indefinite contract on standard Civil Service terms. If applicable, secondment from your existing employer would also be considered. The duration of any secondment would be subject to agreement with the Civil Service Commission
Salary range	£95,930- £103,495 For existing civil servants applying on level transfer or promotion, starting salary is determined by reference to salary with current department. The Scottish Government does not pay non-consolidated performance awards. If you are interested in a secondment from your current employer please note, there are restrictions on secondment salary rates – please discuss with Elizabeth.michelakakis@gov.scot if you would like more details. External candidates, who are not applying on secondment, are expected to start at the minimum.
Location	Edinburgh
Working hours	The standard is a 5 day week of 37 hours. We welcome flexible working. If you are interested in applying on a job-share basis, please make clear in your application if you wish to be considered as a pre-existing job-share partnership or if you are interested in moving into a job-share arrangement. We will assess proposed working patterns against the business requirements for the post and discuss all options with candidates.
Annual leave	The annual leave allowance is 6 weeks. In addition, 11½ days public and privilege holidays, dates of which are set annually.
Pension	Civil Service pension arrangements will apply. Full details can be found on the Civil Service Pensions website
Security clearance (For some roles only – please check)	The successful candidate will need to hold or obtain valid security clearance. For further information, please see here .
Civil Service Code	The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found here .
Business appointment rules	Candidates should note that on completion of the appointment, the post holder will be subject to the Government’s Business Appointments Rules, with the possibility of restrictions on future employment. Further information about the rules and restrictions can be found here .
Conflicts of interest	You will be required to disclose any personal or business interests, including share holdings, which may or may be perceived to be relevant to or in conflict with working within the Civil Service. This may involve suspending or relinquishing stock market activity.



CONTACT INFORMATION

If you have any queries about any aspect of the selection process and terms and conditions, please contact Elizabeth Michelakakis (Elizabeth.michelakakis@gov.scot)

For an informal discussion about the nature of the role please email: Sean Neill (DirectorforLocalGovernment&Communities@gov.scot)

CIVIL SERVICE COMMISSION

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles [here](#).

The selection process will be overseen by the Civil Service Commission.

The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found via this [link](#).

COMPLAINTS

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles, which can be found [here](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact James Christopher (email: james.christopher@gov.scot) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission via [this link](#)