

	Job Profile
<b>Directorate:</b>	Director of Customer Experience
<b>Service Area:</b>	Plans, Policies and Place
<b>Job Title:</b>	Group Leader Plans, Policies and Place
<b>Grade:</b>	JNC A
<b>Post Number:</b>	M200
<b>Base/Location:</b>	Charnwood Borough Council Offices
<b>Responsible To:</b>	Head of Planning and Growth
<b>Responsible For:</b>	All staff within the Plans, Policies and Place Making Group
<b>Key Relationships/ Liaison with:</b>	Strategic Director, Heads of Service, Senior Officers, Corporate Working Groups and Elected Members. Along with Applicants, Developers/Agents, Government Agencies, Members of the Public, Media and Local, Regional and National Partners

Job Purpose
<ul style="list-style-type: none"> <li>To lead the Plans Policies and Place Making Group to prepare, implement and review the Council's statutory and non-statutory plans and policies to achieve sustainable development, regeneration, economic development and the conservation and enhancement of the built and natural heritage of the Borough.</li> <li>To advise upon the implications of new legislation, policy guidance and initiatives advanced by other bodies and agencies.</li> <li>Delivery of an effective and appropriate service to all service users, fairly and without discrimination.</li> </ul>

	Main Duties and Responsibilities
1.	To be responsible for the management and delivery of an efficient and effective plans, policy and place making function in accordance with adopted service standards, defined performance indicators and allocated budget.
2.	Deputise for the Head of Planning and Growth in accordance with the Constitution's Scheme of delegation.
3.	Manage the day-to-day activities of the Plans, Policies and Place Making Group in the preparation of the Council's statutory local development framework and related non statutory policies, standards and guidance.
4.	Support the development and implementation of the Council's Economic Development & Regeneration Strategy to contribute to the achievement of economic prosperity and regeneration across the Borough.
5.	To lead on strategic issues around infrastructure planning and delivery working with partners and developers to support the delivery of infrastructure investments.

6.	To support the sustainability and climate change agenda developing policies and strategies for the achievement of sustainable development within Charnwood.
7.	To ensure good practice in the protection and enhancement of the Borough's historic and natural heritage, and to promote high standards of design in new development.
8.	Secure the implementation of adopted planning policies and the application of non-statutory policies, standards and guidelines through the provision of advice on planning applications; engagement in pre-application discussions; direct participation in or management of teams assembled to assist in the processing and implementation of "major" planning applications or those requiring a development team approach; and the project management of specific Service related initiatives.
9.	Keep under review the effectiveness of planning and other relevant policies, proposals and standards having regard to national, regional and strategic policy guidance and local circumstances, and advise on amendments as necessary.
10.	Evaluate and advise the Council and other committees upon the appropriate response to the plans, policy guidance and circulars prepared by other Borough Council services, the County Council, adjoining local authorities, government departments and other agencies
11.	Ensure effective liaison with other Council services on matters affecting policy and strategy preparation including attendance at meetings and relevant inter-departmental groups as necessary.
12.	Ensure effective liaison with external agencies and organisations on matters affecting policy and strategy preparation including attendance at meetings as necessary with government departments, the County Council, town and parish councils, other local authorities, service providers, private developers, community groups and individuals.
13.	Present reports to Council committees as appropriate, and explain and defend Borough Council policies, proposals and decisions at public inquiries, public meetings, exhibitions, parish/town council meetings and in other forums, with particular responsibility for dealing with more complex issues.
14.	Ensure the preparation of evidence/statements for planning appeals in accordance with government timetables and, where necessary, attend site visits, public hearings and public inquiries to represent the Council as a professional witness and advocate as appropriate.
15.	Ensure the preparation and maintenance of efficient research and information systems necessary to comply with statutory and advisory statistical surveys, to inform the plan making process and to service the information needs of other Council divisions and agencies.
16.	Manage and motivate staff reporting directly including measures for the effective communication of corporate and departmental initiatives.
17.	Identify and review with staff that report directly their training and development needs and co-ordinate the actions and resources required to provide them with the skills and competencies needed to achieve agreed service related and corporate objectives.
18.	Ensure the provision of excellent customer service within the Development Management Group including the development, achievement and

19.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
20.	Contribute to continuous improvement in the delivery of services provided by the Planning and Regeneration Service.
21.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
22.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

In particular it should be noted that the job is designed primarily to lead the delivery of the Plans, Policies and Place Making Group. However, the Service is committed to the development of a flexible staff structure equipped with the broad range of skills and abilities required to ensure the attainment and maintenance of high standards of service delivery in all aspects of the Planning and Regeneration Service. Accordingly the post may be seconded to assist other functions within the Service subject to overall demands placed upon it.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Head of Planning & Growth  
Date: 20<sup>th</sup> August 2025

<b>Directorate:</b>	Director of Customer Experience
<b>Service Area:</b>	Plans, Policies and Place
<b>Job Title:</b>	Group Leader Plans, Policies and Place Making
<b>Grade:</b>	JNC A
<b>Post Number:</b>	M200

	Essential	Desirable
<b><u>Qualifications</u></b>  Degree or equivalent in Town and Country Planning or related subject.  Full membership of the RTPI  Certificate in Management Studies or similar qualification.  Member of the IHBC, the Landscape Institute, RIBA, or RICS  Recognised project management qualification	✓  ✓	  ✓  ✓  ✓
<b><u>Experience</u></b>  Substantial recent experience in the preparation of development plans, planning policy formulation and implementation, of which a significant proportion should have been spent at management level.  Experience of preparing reports/statements & presenting them to elected Members, professionals, community groups, stakeholders & external organisations.  Experience in staff management matters such as recruitment, retention and their personal development.  Direct experience of the preparation and presentation of evidence and appearance as an expert witness at public inquiries/ examinations in public.  Detailed working knowledge of current legislation and Government advice relevant to development planning	✓  ✓  ✓  ✓  ✓	

	Essential	Desirable
<p>Proven track record of success in the delivery of projects directed towards the preservation and enhancement of the built /natural environment and in the implementation of major regeneration schemes</p> <p>Knowledge of current legislation relevant to conservation and enhancement of the built and natural heritage, sustainable development, Regeneration and Economic Development</p> <p>Knowledge of development management and planning enforcement procedures</p>		<p>✓</p> <p>✓</p> <p>✓</p>
<p><b><u>Skills / Knowledge</u></b></p> <p>The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.</p>	✓	
<p><b><u>Interpersonal Skills</u></b></p> <p>Able to communicate clearly and effectively with a wide variety of people including other agencies, organisations and the general public</p> <p>Able to lead &amp; motivate staff through the promotion of team working, regular appraisal and effective performance monitoring practices.</p> <p>Able to achieve objectives through effective influencing, negotiating and partnering skills.</p> <p>Able to lead and manage projects and team members to meet agreed deadlines and priorities.</p> <p>Able to use IT systems in the production of clear and concise reports, letters and other documentation.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

	Essential	Desirable
<b><u>Other requirements</u></b>  Enthusiastic & self motivated, with a positive approach to continuous service improvement.  An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.  Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010. Understanding of and commitment to customer service.  Must be capable of being mobile around the district .  Able to attend meetings outside office hours.	✓  ✓  ✓  ✓  ✓  ✓	

**Prepared by: Head of Planning & Growth**

**Date: 20<sup>th</sup> August 2025**