

# JOB DESCRIPTION

**JOB TITLE: Planning Manager**

**GRADE: 8**

**ACCOUNTABLE TO:**  **Service Lead: Built Environment**

**MAIN PURPOSE**

Planning Manager is responsible for Development Management and Enforcement teams. They will report to the Service Lead: Built Environment and ensure that the operational needs of the Service are delivered.

The post holder will be the ambassador of a high profile planning service for the community of Winchester District and promote and outward looking approach to development.

The post holder will demonstrate an empowering, open and engaging leadership style, working across the council to deliver the best outcomes for our communities. They will support the Service Lead Built Environment in dealing with queries from elected Members, the Executive Leadership Board, internal and external partners and promoting the work of the Council and its reputation within their area(s) of responsibility. They are accountable and responsible for staff within their teams along with processes, procedures and work standards within their area.

**POST OBJECTIVE**

Support the Service Lead Built Environment to provide customer centric, cost effective services that accords with the Council Plan.

Motivate and inspire staff to deliver best outcomes for our community, working positively and collaboratively and ensure staff understand their role in achieving corporate aims and priorities and problem solving.

To coach, mentor, and develop staff within their teams to ensure effective succession demonstrating open and visible leadership and modelling the council’s values.

To actively work with partners and other agencies to deliver shared objectives for the district.

**MAIN ACCOUNTABILITIES**

Lead and manage teams within Development Management services ensuring effective planning, administration and management of resources to deliver excellent customer service through well trained motivated staff while complying with corporate policies.

Develop and implement local plans, policies, and procedures that support and enable achievement of corporate aims and objectives. Actively contribute and seek out the opportunity to develop cross cutting plans and initiatives, working with colleagues across the council and partners.

Provide leadership and direction to staff ensuring customer centric, high quality, cost effective services having regard to the principles of commerciality, collaboration and partnership. Adopt an entrepreneurial approach to options appraisal and decision making.

Ensure efficient processes are in place to achieve continuous performance improvement demonstrating an open and inclusive management approach that role models corporate values.

To encourage and foster a collaborative approach across the organisation focused on achieving corporate priorities and goals actively seeking out opportunities for service integration and ensure the council works as one team.

Recognise achievement of teams and individuals, encourage creativity and autonomy with responsibility

Work positively and collaboratively with internal and external partners, stakeholders and third parties to deliver innovative solutions to deliver the corporate strategy.

Support the Service Lead Built Environment to work with Elected Members to assist their understanding and engagement with services and provide them with appropriate advice and support regarding casework and other council activities including attendance at council or other agency meetings

Remain abreast of developments and legislative changes in allocated areas of responsibility. Identify external good practice and benchmark services to proactively recommend how the council can implement changes to improve customer services and delivery.

Support the Service Lead Built Environment to undertake research and market engagement to identify and evaluate commercialisation opportunities for existing services and developing new services through expansion/diversification to generate additional net income. Represent and promote the council and its wider activities as required. Actively and positively manage the reputation of the council internally and externally.

Take reasonable care of own health and safety and that of other persons who may be affected by acts or omissions at work.

Actively promote and role model an approach to equality and diversity that supports the council’s role as an equal opportunity employer and eliminate any unlawful discrimination or unfair treatment.

Safeguard and promote the welfare of children and vulnerable adults and ensure reporting staff understand and work within the safeguarding policies of the organisation.

Undertake any other such duties, commensurate with the requirements of the post.



# PERSON SPECIFICATION

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| **JOB TITLE** | **Planning Manager** | **DATE:** | **September 2025** |

**QUALIFICATIONS**

Degree level qualification or equivalent experience

Membership of RTPI

Evidence of CPD

**SKILLS, KNOWLEDGE, EXPERIENCE, QUALITIES, ATTITUDE AND APPROACH**

**Leadership experience and style**

Evidence of adopting a strong leadership approach and influencing initiatives to achieve long term improvements in service delivery

An, empowering, enabling, and motivating approach with evidence of visible and supportive leadership with the ability to motivate, enthuse and mentor individuals to create a positive employee culture based on customer service excellence

Track record of management experience in the relevant service area managing empowering and motivating teams to continuously improve and achieve sustained high performance, value for money and outstanding results

Takes accountability for decisions and actions and holds others to account for their own

Proactively shares knowledge and information

**Specialist / technical knowledge and experience**

Sufficient knowledge and experience of applying the legislation, guidelines, regulations, codes of practice and industry standards to the key areas of responsibility to build credibility with staff and members

Evidence of successfully developing strategies and policies that deliver high quality customer outcomes, based on customer service excellence

**Customer focus, commercial awareness and approach**

Strong customer focus and commitment to stakeholder engagement

Evidence of developing service provision within the potential challenges and constraints facing the public sector

Knowledge of creating exemplary customer experience exploiting technology and data to improve service delivery

Commitment to the principles and practices of ensuring excellence in service delivery and its impact on the local community

Experience of developing policies from first principles that have actively contributed to improved service delivery

**Partnership working**

Strong commitment to partnership working

Proven track record of effective collaborative working and empowering others to achieve outstanding results

Knowledge of a breadth of service delivery models and the track record of developing and maintaining successful relationships with key stakeholders and partners

**Innovation and creativity**

Forward looking with a can-do attitude and innovative approach to achieving service improvement

Demonstrable knowledge and experience of commercially developing services with a proven track record of delivering financial savings; experience of effective service planning, performance monitoring, and project management

Willing to challenge the status quo, actively seeks innovative approaches and new ideas, and takes measured risks

Able to analyse and interpret complex information and provide innovative solutions to issues demonstrated in quantitative and qualitative data

**Personal and inter-personal skills**

Demonstrates political acumen and the ability to provide responsive, impartial advice to councillors and other managers

Demonstrates political neutrality and ethical behaviour, strong commitment to equality and diversity

Evidence of influencing and negotiating skills with the ability to influence decision makers

Demonstrates energy, determination and tenacity to achieve desired results

Enthusiastic, determined, robust and resilient enough to cope with the demands of the role

Ability to work under sustained pressure and manage competing priorities and adapting to changing circumstances to deliver on a range of projects

Strong written and oral communications skills for a broad range of recipients including experience in the preparation and presentation of strategy and policy documents to non technical audiences.

**Specific Accountabilities**

* Proactively manage planning performance to ensure the timely and efficient processing of planning applications and enforcement cases in accordance with the Council’s statutory duties, adopted policies, and service agreement with the South Downs National Park Authority, and the service’s Key strategic and local performance indicators.
* Attending Planning Committee, oversee reports for committee and delegated decisions on planning, enforcement and appeals.
* Assess and make recommendations on pre-application advice, planning applications, including major projects.
* Assess the planning merits of unauthorised development and recommend satisfactory remedies as appropriate, including the preparation and serving of legal notices as necessary, in accordance with the Council’s Local Enforcement Policy
* Carry out post application implementation discussions and negotiations, including enforcement action where this accords with the Councils Local Enforcement Plan.
* Ensure that enforcement cases are progressed in the most appropriate and timely manner maximising the use of available resources.
* Deal with appeals at all levels including and serve as the councils planning witness at public inquiries and at the courts. This will include appeals against the refusal of planning permission, lawful development appeals and appeals against the servicing of an enforcement notice.
* To provide regular training for Councillors, Parish Councils and amenity groups on legislation, policies and practices.
* To monitor the budget effectively in conjunction with the Service Lead Built Environment.
* Management of CIL and S106 obligations including collection and monitoring of agreements and funds.
* Responsible for the effective administration of planning support including staffing and resources.
* Lead on environmental matters including nutrient neutrality and biodiversity net gain.
* To liaise with the Council’s legal department to ensure that planning and enforcement instructions are progressed in a timely manner.
* Manage all aspects of staffing including staff appraisals and people management in relation to appointments, discipline, training, including CPD.
* Foster good working relationships with Council partners, local authorities, including the South Downs National Park Authority and Hampshire County Council, and other organisations and institutions. Consider opportunities for collaborative working and shared services.