



Job Description

Job title	Planning Policy Manager	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning Policy	Salary	SK19 to SK20 Up to £59,119 (pay award pending and inclusive of market supplement)
Location	Currently homeworking with potential for future mix of home and office-based working	Contract	Permanent

Main Job Purpose

This is a key leadership role within the Council's Planning Service, offering the opportunity to make a difference for our residents and communities. You will help shape sustainable growth, support town centre and community regeneration, contribute to climate action, reduce inequality and deliver high-quality, value-for-money services.

This is an excellent opportunity for an experienced planning policy professional who is ready to take the next step. Whether you already lead a Local Plan Team or are a confident Principal Planning Policy Officer looking to move into a broader leadership role, this post offers the chance to widen your influence, develop your management experience and play a central role in shaping the future growth of the district.

This role will help you develop by giving you the opportunity to:

- Develop your leadership skills by managing a professional, multi-disciplinary team and supporting colleagues to deliver high-quality outcomes.
- Gain wider strategic experience by contributing directly to the Local Plan, corporate priorities and long-term growth of the district.
- Build your profile through regular engagement with senior officers, elected Members, partners, developers and the community.
- Strengthen your management, programme delivery and influencing experience in a visible role with real scope to make a difference.

The Planning Policy team sits within the Planning Service and is responsible for progressing the Council's Local Plan, alongside managing specialist Conservation and Design officers. Supported by the Assistant Director for Planning and Growth, you will have the scope to demonstrate your leadership, planning expertise and professional judgement while delivering key outcomes aligned to the Council's corporate priorities.

In this role, you will have the opportunity to:

- Lead the preparation and delivery of the Council's development plans, supporting the team to provide a high-quality, efficient and customer-focused service.



- Provide clear and trusted planning policy advice to elected Members, senior officers, developers, partners and the public.
- Drive the preparation, monitoring, review and implementation of the Local Plan and its Review, ensuring strong programme management and clear delivery.
- Lead and develop a skilled Planning Policy team, including:
 - Principal Conservation Officer
 - Principal Design Officer
 - Planning Policy Officer (Affordable Housing)
 - Planning Policy Officer(s)
- Manage the team and budget effectively, working alongside the Assistant Director of Planning to deliver the Council's planning policy functions.
- Build strong working relationships across services, helping to shape joined-up outcomes for colleagues, stakeholders and communities.

This role is politically restricted.

Main Statement of Responsibilities

As a key member of the Planning Service, you will help shape a positive, ambitious and supportive culture that reflects the Council's values and behaviours.

You will play a central role in delivering high-quality planning policy work and supporting the Council's ambitions for sustainable growth. Your main responsibilities will include:

- Lead the timely preparation, implementation and review of the Local Plan and other development planning and planning policy work.
- Support, manage, mentor and develop the Planning Policy team, helping colleagues deliver an excellent service and thrive within the Council's values-led culture.
- Lead by example and encourage the team to contribute to corporate projects that deliver meaningful outcomes for the district.
- Identify and introduce best practice, improving ways of working and supporting strong, cost-effective performance.
- Provide clear professional and technical advice to the Assistant Director of Planning, Development Management Manager, wider Planning Team, Corporate Management Team, elected Members and the wider Council.
- Work collaboratively with managers across the Council to support joined-up delivery of business and corporate objectives.
- Co-ordinate the preparation and implementation of supplementary planning documents in response to emerging priorities and identified requirements.



- Monitor planning strategies, policies and guidance that affect development and growth in the district, ensuring the Council's planning interests are well represented.
- Manage and co-ordinate research and evidence to inform planning policy development and support wider corporate and community objectives.
- Provide and co-ordinate advice to staff, developers and partners on the planning policy, conservation and design implications of development proposals.
- Lead, collaborate on or contribute to corporate initiatives and projects, bringing strong planning policy expertise to wider Council priorities.
- Build effective engagement with communities, partners and stakeholders, helping people contribute to development planning and planning policy.
- Design and deliver projects using strong contract management, monitoring and evaluation skills, and provide timely professional advice to elected Members and senior officers, including attending meetings as required.
- Represent the Council with confidence at public meetings, inquiries and examinations, presenting evidence and advocating for the Council's position.
- Support the Development Management team by providing clear pre-application advice to prospective applicants.
- Undertake other duties requested by the Assistant Director of Planning that are appropriate to the grade and scope of the role.

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.



Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

We support flexible working and recognise the importance of balancing service needs with individual circumstances. Some flexibility in working hours may be required from time to time, and duties may be varied after discussion to reflect the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Manages time effectively and delivers against agreed objectives.
- Confident with analysis of statistics
- Able to work with others to get the job done well, building relationships with Councillors, colleagues and customers
- Seeks feedback and acts upon it
- Challenges the norm and finds ways to improve delivery and resolve problems.
- Ability to manage people and resources to ensure priority outcomes are achieved.
- Demonstrates a broad knowledge of the significant challenges, complexities and initiatives facing local government.
- Manages change in a positive and resilient way; constructively challenges and offers solutions.
- Creates a positive impact to influence situations.



- Utilises and promotes continuous learning.
- Takes personal responsibility for own work.
- Able to lead, effectively managing and making best use of all resources & partnerships.
- Responds to customer needs and learns from feedback to improve the customer experience.
- Excellent negotiation and persuasion skills.
- Significant experience of development planning and planning policy work (either in a leadership).

Desirable

- Management or supervision of professional and support staff.
- Evidence of working effectively within a political environment.

Relevant Qualifications

Essential

- Degree or Diploma in Town Planning or a closely related discipline.
- Chartered Member of the RTPI
- Demonstrate evidence of continuous development activity.
- Current driving licence.

Desirable

- Relevant project management qualification.

Communication and Interpersonal Skills

Essential

- Communicates clearly and effectively to differing audiences using straightforward language.
- High degree of integrity that inspires trust, confidence and engagement.
- Willing to embrace and tackle difficult issues, including under performance
- Customer focused approach with a drive for continuous improvement
- Inspires staff and colleagues by leading by example.
- Creative, flexible approach to problem solving.
- Willing to work unsocial hours, including evenings and weekends if required.
- Ability to remain calm in pressurised situations.