

Grading

Job Description and Employee Specification

<u>Job title:</u> Place Planning Specialist	<u>Service area:</u> Communities
<u>Post number:</u> BDEG0100	<u>Division:</u> Planning
<u>Grade:</u> 10	<u>Section/team:</u> Place Planning
<u>Overall purpose of job:</u> Provide effective strategic leadership and management to a team tasked with the development of the Local Plan.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Prepare the 20-year spatial vision for North Lincolnshire and deliver this through the preparation of the Local Plan, Area Action Plans, Supplementary Planning Documents and other Local Plan Development Documents. 2. Deliver housing growth by working with the Strategic Housing Team Manager and closely with the housing industry to secure resources, guide development and promote opportunities for house building in North Lincolnshire. 3. Represent the council on all strategic planning matters and provide guidance and advice to developers, business, and the community. 4. Deliver the spatial vision for the Prosperity Strategy and support the Prosperity Board to ensure the council can achieve its investment and capital receipt targets. 5. Interpret European, national and regional legislation to create and deliver policies that will create transformational and place making change in North Lincolnshire. 6. Lead work on community engagement and prepare council wide public consultation and stakeholder engagement. Organise and oversee public examinations into Development Plan Documents and planning policy. 7. Provide policy support to Development Control and act as expert witness at planning appeals and public inquires.	

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8. To take the lead on providing expert planning advice and guidance to key strategic projects covering a range of subjects including flood mitigation, commercial / residential development, master planning, minerals and waste, leisure and recreation and highways / infrastructure requirements.

Knowledge, skills and experience:

- Educated to degree and post-graduate level in Town Planning or associated discipline.
- Evidence of continued professional development.
- Membership or eligibility for membership of the RTPI.
- Management, postgraduate, or relevant professional experience.
- Political sensitivity, understanding and awareness.
- Ability to lead and create transformational change.
- Sound understanding of European, national and regional planning, environmental, housing and economic legislation and policy.
- Ability to influence and create effective relationships with national and regional government, major developers, investors, stakeholders, institutions, private investors, social enterprises and academic institutions.
- Management and Leadership skills.
- Strong negotiation skills and experience of influencing individuals and groups.
- High degree of presentation and public speaking skills.
- Strong written and verbal communication skills
- Lead and prepare complex research projects and policy.
- Experience of collecting, analysing and interpreting complex data to make medium and long term decisions.
- Strategic planning and delivery.

Creativity and innovation:

The post requires the creativity and innovation to develop a 20 year vision for North Lincolnshire and to create a strategy that will deliver transformational economic and housing growth and also improve the environment and quality of life. This will be done in conjunction with the Investment and Delivery Lead. The post holder will require vision to translate the council's corporate plan into a spatial strategy that will provide the overarching policies for the development of North Lincolnshire and for the preparation of the Economic Growth Plan, Housing Growth Plan, Visitor Economy Growth Plan and Infrastructure Plan.

- The work will involve a requirement to interpret long-term demographic and economic trends and to develop strategies and programmes to deliver social, environmental and economic policies and frameworks to provide transformational change in North Lincolnshire.

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- Creative ability to develop a unique development strategy and a new geography for North Lincolnshire.
- Vision to interpret and develop European, national and regional legislation and objectives to deliver policy and development.
- Innovate with policy preparation to provide synergy with conflicting environmental and economic objectives.
- To undertake research and prepare complex reports and analysis of statistical information and interpret findings to a wide range of audiences to demonstrate policy outcomes.
- Creativity to think across professional disciplines and develop innovative solutions to complex issues.

Contacts and relationships:

The post holder will be required to provide detailed and complex planning policy advice and guidance regularly on a range of complex issues including housing development, new employment and business creation, waste and minerals guidance and the interpretation of complex European and national environmental legislation to the council and a range of investors, developers, the public, stakeholders, and public bodies.

To deliver a first-class Spatial Planning function, the post holder will be in daily contact with:

- Leaders, Chief Executives, Chief Officers and Directors, Cabinet members within the council and of other public and private sectors including the Primary Care Trust, voluntary sector, Urban and Rural Renaissance area and many regional and national development and planning partners.
- Humber Local Enterprise Partnership and Greater Lincolnshire Local Enterprise Partnership
- Opposition Leader and Group
- Chief Executive
- Heads of Service
- Chief Executives and Directors of Partnership Organisations
- MPs and MEPs
- Community Leaders
- Government Ministers and Civil Servants
- Homes England
- National Highways
- Environment Agency
- Ministry of Housing, Communities and Local Government
- Chief Executives and Directors of Local Industry
- Chief Executives and Directors of inward Investors
- Developers External Inspection Agencies
- Town and Parish Councils

Decision making:

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The post holder will be required to advise, guide, and draft a long-term strategic policy that will shape the future development of North Lincolnshire. The post holder will recommend - by engaging with the wider community and elected members - the council's spatial vision for North Lincolnshire that will determine the decision making policy framework for all future planning applications for employment, housing, leisure, recreation, transport, minerals and waste developments. The strategy will determine and set the limits and extent of growth of all North Lincolnshire settlements and their future provision of services.

Requirement to recommend key policy decisions that will influence major economic and environmental outcomes through the preparation of the Local Development Framework.

Undertaking and commissioning major research projects.

Providing policy guidance and advice on all planning policy to developers, inward investors and the community North Lincolnshire and aiding existing business to secure and improve financial viability.

Identify and allocate supplies of land for employment, housing, retail, and leisure.

Responsibility for resources:

Financial resources:

Team budget of £250,000, plus grant funding such as the Housing Capacity Fund which can be £150,000 per annum.

Physical resources:

Regular need for travel to regional and national planning meetings requires regular use of mobile phones and laptop working.

Mobile Telephone and Skype Phone total value £100.

Laptop Computer value £800.

The post holder will spend approximately 50% of their time away from their designated base.

WORK ENVIRONMENT

Work demands:

- Need for rapid response to major investors and to provide briefings /updates to elected members, investors, businesses, and government agencies.
- Deliver to deadlines, policy and programme outcomes, and programme manage major projects.
- Provide briefings on all planning policy impacts from European and government legislation.
- Provide professional guidance to Team members.
- Ability to meet changing deadlines and priorities by responding and assisting major development projects and delivering major planning policy briefs to meet new regional development agency funding initiatives, urban and rural

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renaissance projects, inward investments and changing business needs, whilst meeting annual government milestones for a range of development plan documents.

Physical demands:

Work requires normal physical effort.

Working conditions:

- Office based, and home working, but will need to travel within the region to represent the council.
- Regularly attend meetings outside of normal working hours, particularly town and parish councils and regional planning events.
- Requirement to travel within the UK and outside the UK to represent the council as required.

Work context:

- Minimal risks to personal safety.

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Position in organisation:

Indicate how many staff the post is directly accountable for: 5

Are posts in more than one location? **No**

Is this at the same site? **Yes**

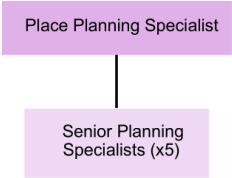
Are the posts managed highly mobile? **No**

Is the supervision/management shared with another post in the structure?
No

The Place Planning Specialist will be responsible for the management of four Senior Planning Specialists.

Please indicate which post(s)

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
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Knowledge, Skills and Experience	Application form (follow up at interview)
• Relevant professional management experience. • Experience of collecting, analysing and interpreting complex data to make medium and long term decisions. • Strategic Planning and Delivery Experience. • Political sensitivity, understanding and awareness.	
Knowledge, Skills and Experience	Interview
• Ability to lead and create transformational change. • Sound understanding of European, national and regional planning, environmental, housing and economic legislation and policy. • Lead and prepare complex research projects and policy. • Strong negotiation skills and experience of influencing individual and groups. • Management and Leadership skills. • Strong written and verbal communication skills. • High degree of presentation and public speaking skills. • Ability to influence and create effective relationship with national and regional government, major developers, investors, stakeholders, institutions, private investors, social enterprise and academic institutions. • Creativity and innovation to develop a 20 year vision for North Lincolnshire.	
Education, Training and Qualifications	Original documents
• Educated to degree and post-graduate level in Town Planning or associated discipline. • Evidence of continued professional development. • Membership or eligibility for membership of the RTPI.	
Working Arrangements	Interview
• Flexible to meet the needs of the service.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
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Knowledge, Skills and Experience	Interview
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Education, Training and Qualifications	Original documents

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Working Arrangements	Interview
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THE POST IS SUBJECT TO:

A Disclosure and Barring Service Check

Yes – at the level below: ☐ No ☐

Enhanced without Barred List ☐

Enhanced with Barred List: Adults ☐ Children ☐ Both ☐

Basic ☐

Political restriction

Yes ☐ No ☐

The ability to speak fluent English under the Immigration Act 2016

Yes ☐ No ☐

• Version Control			
Author	HR Policy Team	Date approved	19 September 2012
Status	V1.2	Last updated	9 February 2026 (DBS checks)