

Job Description: Head of Planning

Reports to: Assistant Director – Development and Assets

Grade: JNC Band 5

PURPOSE OF JOB

To be an accountable manager, responsible for ensuring that we achieve our outcomes and help set the tone for our agile organisation.

Take definitive action, lead and develop talent and promote reciprocal accountability across the relevant functional area and the council.

Providing management and accountability by:

- defining and communicating the vision and council priorities in line with set policy and intent
- ensuring the solution delivers the impact and outcome in line with expectation.
- ensuring that real need is being addressed
- assuring ongoing sustainability of any function, and if necessary, taking the decision to cease
- leading the team with accountability, decisions and management.

Deputise for the Assistant Director – Development and Assets exercising decision making on behalf of the council commensurate with the scheme of delegations.

Responsible for Planning Policy and the creation of a new local plan, the Development Management function and the discharge of all the council's statutory duties as the Local Planning Authority, the discharge of the Planning Enforcement function, and the development of innovative and creative solutions to deliver the ambitions of the Council Plan.

Deliver transformation across the functional area to improve effectiveness, value for money, and achieve new ways of working.

Design and implement service delivery solutions to ensure the statutory needs of the Local Planning Authority are met, through the development and adoption of a Local Plan, and subsequent implementation and enforcement to deliver sustainable development in North Lincolnshire to achieve the ambitions set out in the Council Plan, Economic Growth Plan, Local Plan and other supporting investment plans for example Local Regeneration Fund,

Pride in Place funding and opportunities to deliver the best outcomes for the people and place of North Lincolnshire.

Ensure all statutory and regulatory obligations are met and related to the functional areas, remain safe and robust.

Take definitive action, develop talent and promote reciprocal accountability across the relevant functional area and the council.

Ensure that North Lincolnshire maximises opportunities and aligns strategic priorities with national and local policy.

ACCOUNTABILITIES

- Manage contracts and service compliance and provide assurance on risks and controls in the functional area.
- Manage the functional area which includes Planning Policy, Development Management, and Planning Enforcement to deliver the ambitions of our Council Plan.
- Prepare, implement, and evaluate strategic policy plans, statutory guidance, performance standards and contractual matters within the functional area to ensure that the council's outcomes and statutory obligations are met within a culture of continuous improvement, within agreed budgets and with financial probity.
- Provide advice to the Senior Leadership Team, external agencies and colleagues across the council and Place partners.
- Deal with complaints and enquiries concerning real or perceived failures in service provision and to undertake necessary investigation and implement appropriate remedial measures.
- Ensure the continuing professional development of oneself and all staff and ensure that the necessary levels of qualification and competence are maintained.
- Specify, procure and implement service and supply contracts for the functional area.
- Plan, initiate and lead (where appropriate) work and represent North Lincolnshire with government agencies and other statutory bodies to influence national policy, and secure local policy support and funding into the area; sometimes dealing with contentious issues for example those of regional and national importance such as National Strategic Infrastructure Projects to enable sustainable development of North Lincolnshire.
- Lead and manage the activities of the functional area in delivering strategic outcomes as well as programmes of work to improve the quality of strategies, initiatives and policies to bring about continuous improvement in council-wide effectiveness in delivering the best outcomes for the people and place of North Lincolnshire.

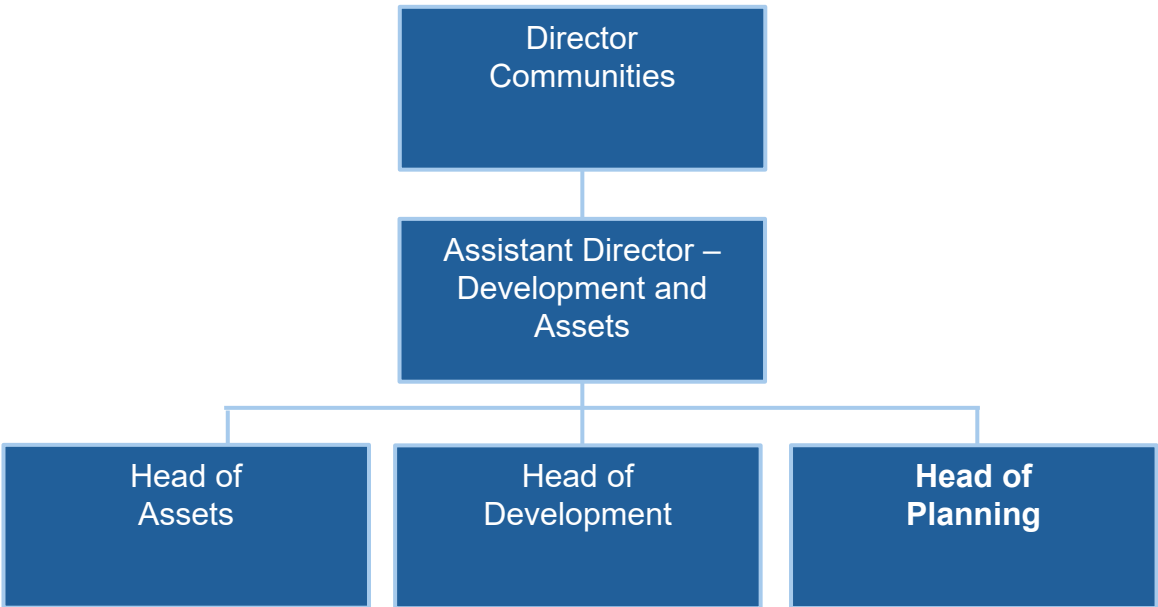
- Leads and enable support to ensure that the council uses its resources effectively to achieve our ambition and priorities within our Council Plan and Local Plan.
- Develop, enable, and progress an innovative, effective and strategic approach to the utilisation of the council’s resources in its meeting its duties as the local planning authority, ensuring a key focus on regeneration and renewal of the place to deliver the best outcomes for the people and place of North Lincolnshire.
- In conjunction with the Head of Assets and Head of Development, consider the opportunities for the reuse of council Assets to meet the needs of the community for employment, residential, and environmental uses.
- Lead as incident/recovery manager in Corporate Emergency Planning arrangements and incidents.

FUNCTIONS

Provide strong, forward-thinking and positive accountability in the relevant functional areas and across other resources and partnerships, in order to deliver ever-improving performance relating to the functions for which the post holder has accountability, principal amongst which are:

- Planning Policy
- Planning Development
- Planning Enforcement

ORGANISATION



DIMENSIONS

As a member of the council's management team shared responsibility for the overall resources and performance of the council.

Contributes to the management of the council's budget of £1.6 million

Direct management of 2 posts

Total staffing responsibility: c.25

JOB CONTEXT

Regular contact with:

- Directors
- Tier 2 roles
- Chief Executives and Directors of Partnership Organisations
- MPs
- Ward Members
- Community Leaders
- Government Ministers
- Government Departments such as National Highways, Ministry of Housing, Communities and Local Government, Department for Energy Security and Net Zero, Planning Inspectorate,
- External Inspection Agencies
- Town and Parish Councils

Local Government and Housing Act 1989 – Politically Restricted Posts

In accordance with the above legislation, this post is 'politically restricted'. In simple terms this means that you are prevented from having any active political role either in or outside the workplace. This debars you from holding political office but also restricts you from canvassing, from speaking in public or publishing a work which might give the impression that you are advocating support for a political party.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Evidence and proven experience of promoting and delivering creative thinking across an organisation. Our local context of this is One Council, One Place, One Family, One Purpose.
- Professionally qualified, having credibility in one or more relevant functional area.
- Member of the Royal Town Planning Institute

- Good understanding of the current challenges facing local government generally, with significant understanding of relevant planning legislation such as the Planning and Infrastructure Bill, and the National Planning Policy Framework.
- Skills and experience in translating national policy and legislation into local solutions.
- Successful management of people and service performance in a diverse environment.
- Resilient manager with the ability to empower others and develop leadership at all levels.
- Knowledge and understanding of the relevant regulatory frameworks and requirements in relation to the functional area.
- Personal and professional credibility and integrity
- Excellent and proven track record in accountable management in a complex functional area.
- Experience and proven track record in working collaboratively to organise people and resources towards the effective and efficient achievement of organisational ambitions and outcomes.
- Ability and experience to lead, set clear and realistic expectations of others.
- Experience of managing challenging situations and problems.
- Flexible and adaptable, able to build on both successes and failures to learn and improve.
- Excellent communication skills together with networking skills that inspire trust, encourage forward thinking, engagement and co-development.
- Good understanding of Local Government and operating in a political environment

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrences and do not justify a reconsideration of the grading of the post.

APPROVED BY:

(Please sign)

Postholder: Date:

Manager: Date:

JE Reference	LGA117
Date evaluated	6 January 2026
Version	V1
Last updated	6 January 2026

Employee Specification

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Evidence and proven experience of promoting and delivering creative thinking across an organisation. Our local context of this is One Council, One Place, One Family • Good understanding of the current challenges facing local government generally with significant understanding of relevant planning legislation such as the Planning and Infrastructure Bill, and the National Planning Policy Framework. • Successful management of people and service performance in a diverse environment. • Personal and professional credibility and integrity • Excellent and proven track record in accountable management in a complex functional area. • Experience and proven track record in working collaboratively to organise people and resources towards the effective and efficient achievement of organisational ambitions and outcomes. • Ability and experience to lead, set clear and realistic expectations of others. • Flexible and adaptable, able to build on both successes and failures to learn and improve.	
Knowledge, Skills and Experience	Interview
• Good understanding of Local Government and operating in a political environment • Skills and experience in translating national policy and legislation into local solutions. • Excellent communication skills together with networking skills that inspire trust, encourage forward thinking, engagement and co-development. • Resilient manager with the ability to empower others and develop leadership at all levels. • Knowledge and understanding of the relevant regulatory frameworks and requirements in relation to functional area. • Experience of managing challenging situations and problems.	
Education, Training and Qualifications	Original documents
• Professionally qualified, having credibility in one or more relevant service area • Member of Royal Town Planning Institute	
Working Arrangements	Interview
• May require work outside of normal operating hours including evenings and weekends. • Will be part of an emergency on-call duty rota.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Good understanding of management and leadership • Understanding of theory and good practice in organisational development. • Experience of delivering service transformation	
Knowledge, Skills and Experience	Interview
• Ability to lead across boundaries in difficult situations and influence others	
Education, Training and Qualifications	Original documents
• Relevant post-graduate or professional qualification. • Evidence of continuous professional development.	
Working Arrangements	Interview

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☐	No ☒
Political restriction	
Yes ☒	No ☐
The ability to speak fluent English under the Immigration Act 2016	
Yes ☐	No ☒