

## Job specification

**Job title:** Planning Projects and Environment Team Leader  
**Service:** Planning and Transport Policy  
**Grade:** G12  
**Reporting to:** Planning and Transport Policy Service Manager

### Your job

You will lead a small team responsible for a large range of environmental planning matters, including built heritage conservation, urban design, landscape design, green infrastructure planning and trees and woodland protection and management, as well as contributing to the accelerated delivery of housing and town centre development through good design and project support.

You will ensure that the team contributes fully to the planning policy framework and the Development Management Service; and undertakes a programme of work to safeguard and improve the borough's environment. You will work with colleagues across the directorate, council, Greater Manchester and partner organisations to help accelerate the delivery of housing, economic development and transport infrastructure and services. You will line manage, mentor and develop the team and deliver a high level of performance.

### In this job you will

- ◆ Provide effective leadership and line management for the team responsible for the contribution of environmental planning to the delivery of council's priorities for growth and health and wellbeing
- ◆ Ensure an appropriate environmental planning contribution to the council's work on the Greater Manchester Spatial Framework and the Wigan Local Plan, including on consultations and impact appraisals
- ◆ Ensure that strategies and guidance on environmental planning are prepared effectively, efficiently and collaboratively, by the council, and through the Greater Manchester Combined Authority and other partnerships, as applicable
- ◆ Ensure that an appropriate and up-to-date environmental planning evidence base is maintained in order to justify plans and policies and support growth, housing and health and wellbeing
- ◆ Ensure that environmental planning policies and processes are monitored, analysed, assessed and presented for scrutiny in a timely manner, as part of an effective performance management regime
- ◆ Ensure that the Development Management Service is supported and advised in a timely manner on environmental planning matters, including through the pre-application advice service and on environmental impact assessment requirements
- ◆ Ensure that the team contributes effectively to other projects and initiatives that will help accelerate the delivery of new homes and infrastructure, support economic growth and create / maintain great places
- ◆ Ensure that complaints and enquiries about the service provided are investigated in a timely and professional manner through effective processes and procedures
- ◆ Work with the Service Manager to undertake the strategic development of all aspects of the environmental planning service and contribute to the development and implementation of the Service Improvement Plan
- ◆ Advocate opportunities generally for environmental planning to assist in the achievement of the council's objectives.

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ A degree or equivalent level of qualification in town planning or a closely related professional discipline and a Chartered Member of the Royal Town Planning Institute
- ◆ Able to apply a high level of knowledge and understanding of the legal, regulatory, policy, resource and political framework within which planning processes operate, especially environmental planning, and of the roles and opportunities within Wigan Borough
- ◆ Knowledge and experience of achieving good outcomes through the management, supervision and / or mentoring of professional and technical staff
- ◆ Knowledge and experience of managing performance successfully and embedding best practice in a busy planning service, and the ability to develop and implement a service improvement plan
- ◆ Proactive in helping make good development happen and able to apply a high level of awareness and understanding of commercial issues relating to development, including funding and viability issues
- ◆ Able to think creatively and strategically for solutions to highly complex problems and contribute significantly to successful strategies, plans and policies and to deliver these within an agreed timescale
- ◆ Excellent communication skills, tailoring communications to the audience in written, spoken, graphic and multi-media forms, including listening actively, writing clear and concise reports on highly complex matters, presenting highly complex cases to senior management and Members or in a public domain, and being able to appear successfully as expert witness at Public Inquiry or Examination
- ◆ Able to work in-depth on highly complex strategies, plans and policies, to observe, research, investigate, analyse, appraise and solve problems, with good numeracy and statistical analysis skills
- ◆ Self-organised with good project management skills and the ability to work independently on highly complex tasks, meeting tight deadlines
- ◆ Able to work well in partnership and collaboratively on highly complex matters
- ◆ A full valid driving licence or the ability to demonstrate the efficient use of own or public transport to travel as required

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

# Staff Deal

**Wigan**  
Council

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed

Donna Hall CBE, Chief Executive

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed



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