

Job Specification

Job title: Principal Planner Strategic Planning

Service: Planning and Transport Policy

Grade: G10

Reporting to: Strategic Planning Team Leader

Your job

The Strategic Planning Team is a key part of the Planning and Transport Policy Service service and this exciting role is at the heart of our agenda. You will contribute fully to development plan preparation, monitoring and review, engagement and appraisal, including taking a lead on specific topics and projects; you will promote, guide and advise neighbourhood planning; and produce planning guidance.

You will support the Team Leader through deputising for that postholder and the Service Manager and through supervising Senior Planners as required in the development of policy and the provision of policy advice across programmes, planning applications, projects and funding bids. You will also work closely with the Development Management Service to help them approve planning applications that are right for Wigan Borough, within the statutory timeframes.

You will work with colleagues across the Directorate, the council, Greater Manchester and partner organisations to accelerate the delivery of housing of all types and tenures, economic development, transport infrastructure and transport services to help make great places.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will:

On an ongoing basis you will:

- Contribute substantially to the preparation, consultation, examination and adoption of the Greater Manchester Spatial Framework on behalf of Wigan Council and of the Wigan Local Plan, including liaising and negotiating with external stakeholders
- Guide, assist and advise neighbourhood development forums in the preparation of Neighbourhood Plans, including undertaking key activities at the outset and once the forum has presented their draft plan
- Prepare Supplementary Planning Documents and supervise and advise Senior Planners on their preparation, engaging with other Council departments and external stakeholders, taking them through the Council's approval process and external consultation to adoption
- Lead on the development of key areas of policy ensuring in-depth evidence preparation and review
- Monitor, analyse and assess the performance of planning policies and present outputs for scrutiny
- Undertake community and stakeholder engagement as part of plan and policy preparation and ensure it is recorded, assessed and acted upon
- Undertake sustainability appraisal / strategic environmental assessment and ensure that the development of policy and guidance complies with Planning law and statutory regulations

- Advise the Development Management Service when specialist advice is needed, including contributing to the pre-application advice service and if necessary providing support as an expert witness at Public Inquiry as required
- Contribute to other initiatives, funding bids and projects that will help accelerate the delivery of new homes and create / maintain great places
- Support and deputise for the Team Leader and Service Manager to represent the strategic planning team and advocate opportunities generally for planning policy to assist in the achievement of the council's objectives. Including that good channels of communication are maintained with Ward Members, residents, stakeholders and that appropriate and timely approvals are obtained.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:

- A degree or equivalent in town planning or a closely related professional discipline and a Chartered Member of the Royal Town Planning Institute
- The ability to work strategically on thematic planning issues, integrating them with transport access considerations and relating them to one another and to wider economic, social and environmental issues, to help deliver growth and housing, improve places and support healthier lifestyles
- Be self-organised with good project management skills, able to work well alone on highly complex tasks with minimum supervision and see things through and meet stretched targets and deadlines
- Able to apply an in-depth knowledge and understanding of the legal, regulatory, policy, resource and political framework within which planning processes operate, especially planning policy, and of the roles and opportunities within Wigan Borough applying a suitable understanding of the development process and of development viability issues
- Able to think creatively and strategically for solutions to complex problems and to play a major lead on the development of successful strategies, plans and policies
- To be proactive in helping make good development happen with a good knowledge and experience of good performance management
- Able to work in-depth on complex strategies, plans and policies, to observe, research, investigate, analyse, appraise and solve problems, with good numeracy and statistical analysis skills
- Able to work well in partnership and collaboratively on complex matters, with other disciplines both within and outside of the council, and within and outside the borough, and with community groups and representatives to advance the borough's best interests
- An effective and concise communicator in written, spoken, graphic and multi-media forms, who listens actively, tailors communications to the audience, manages misinformation and shares information but possesses the ability to re-shape policy based on updated information
- A valid driving licence or the ability to travel efficiently and effectively across the borough from time to time to undertake on site duties

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



The poster is titled 'Staff Deal' in large, stylized letters, with a graphic of two hands shaking between the words. The Wigan Council logo is in the top right corner. The poster is divided into two main sections: 'Our part' on the left and 'Your part' on the right. Each section contains a list of bullet points. The 'Our part' section is signed by Donna Hall, CBE, Chief Executive. The 'Your part' section has a line for a signature. At the bottom, there are social media icons and links for Wigan Council Online, YouTube, Twitter, and the website.

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

f WiganCouncilOnline wigan council @wigan council wigan.gov.uk