

Job specification



Job title: Senior Planner – Strategic Planning (maternity cover) (0.6FTE)
Service: Planning and Transport Policy
Grade: G8
Reporting to: Team Leader – Strategic Planning

Your job

The Planning and Transport Policy Service plays a key role in delivering the council's ambitions for Our People, Our Place, Our Future, through The Deal 2030, by leading on development plan policy, ensuring that the right land is provided in the right locations for housing and employment development; that our town centres are strong; environmental assets are protected and improved; travel choices are available; and development makes great places. It provides certainty to people wanting to invest in Wigan, in development, infrastructure, property and the environment, amounting to hundreds of millions of pounds in value.

It is an exciting time to join the team as we are busy preparing a new Local Plan for the borough, with consultation on Options and Preferences commencing in October and on an Initial Draft Plan in June 2024. You will contribute to the preparation of the Local Plan and its evidence base, with a particular focus on continuing work underway in relation to the 'People' theme which covers health and wellbeing, social infrastructure and open space, sport and recreation.

You will also provide continued support to two Neighbourhood Forums who are preparing Neighbourhood Plans and contribute to the preparation of the Authority Monitoring Report.

You will also work closely with the Development Management Service to help them approve planning applications that are right for Wigan, within statutory timeframes; and work with colleagues across the Directorate, the council, Greater Manchester and at partner organisations to ensure development is joined up and delivers.

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

During the 11 month maternity cover, you will:

- Contribute substantially to the preparation of the Wigan Local Plan, including consultation on options and preferences, and the development of, and consultation on, an initial Draft Plan.
- Provide robust content for the evidence base for the Local Plan, including through commissioning consultancy work, likely to be specialising (but not exclusively) on open space, sport and recreation.
- Engage key stakeholders on the Wigan Local Plan.

- Undertake the council's duties on Neighbourhood Planning, specifically advising and supporting Abram Communities Together and Leigh Central Forum with the preparation of their Neighbourhood Plans.
- Contribute to the preparation of the Council's Authority Monitoring Report (December 2023).
- Lead on key areas of in-depth evidence preparation and review.
- Advise the Development Management Service when specialist advice is needed, including contributing pre-application advice.
- Contribute to other elements of the team's work including planning guidance, policy review, sustainability appraisal, and the Places for Everyone Plan.
- Contribute to other initiatives and projects that will help deliver growth and create / maintain great places.
- 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 level of qualification in town planning or a related professional discipline.
- A Chartered Member, or eligibility for membership, of the RTPI or a related professional body.
- Able to apply a good level of knowledge and understanding of the legal, regulatory, policy, resource and political framework within which planning operates, with relevant planning experience.
- Proactive in helping make good development happen, with a good understanding of the roles and opportunities for planning policy in achieving that within Wigan.
- Able to apply a suitable understanding of the development process and of development viability issues.
- Able to think creatively and strategically for solutions to complex development and land use problems and contribute significantly to successful strategies, plans and policies.
- Able to work in-depth on complex planning strategies, plans and policies, with good numeracy and statistical analysis skills.
- Able to work well alone on complex planning tasks with minimum supervision to see things through in line with agreed deadlines.
- Able to work well in partnership and collaboratively on complex planning matters.
- An effective and concise communicator and active listener on planning matters, in written, spoken and presentational forms.
- A valid driving license and the ability to travel efficiently and effectively across the borough 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 **Team 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


Be Kind... be helpful, generous and thoughtful towards yourself and others

#TeamWiganDeal


Together we will


Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will


 Genuinely care for you and your wellbeing.


 Champion a culture that inspires you to thrive.

 Listen and engage with you to bring your ideas to life.


 Celebrate your contribution and support you to reach your goals and aspirations.

I will

 Look after my wellbeing and be kind to myself and others.

 Work with others across #TeamWigan to be courageous, innovative and embrace technology.

 Share my ideas and be accountable for making things happen.

 Own my development and let my passion and positivity shine through.