

**Job Title:** Planning Manager

**Directorate:** Place

**Reports To:** Principal Planning Manager

### JOB PURPOSE

To support the delivery of a high-quality planning service within the North/South Planning Team, covering either North West (North) or South East (South).

### DIMENSIONS

**Direct Reports:** None

**Location:** Home-based. There's a requirement that you would be ideally located in or within easy access or either the North West or South East because some time is spent visiting partners, colleagues and sites across your designated geographical area. The role also requires occasional travel to Loughborough, London, or other locations e.g. Sport England's National Centres at Bisham Abbey and Lilleshall for wider team meetings; and occasional overnight stays. Microsoft Office 365, and Microsoft Teams are also frequently used for both internal and external meetings and calls.

**Key Stakeholders:**

**Internally:** Planning colleagues across the wider team, Place Directorate and other colleagues who may be working locally.

**Externally:** Local Authorities (planning, leisure, urban design/regeneration, transport and education), National Governing Bodies (regional officers), Active Partnerships, Place Makers and Housing Developers.

KEY DUTIES AND RESPONSIBILITIES	% Time
<p><b>Planning Applications</b> Contribute to the Planning Team vision of protecting, enhancing, and providing places, spaces &amp; facilities to create sustainable 'active environments' for formal and informal physical activity by:</p>	40%

KEY DUTIES AND RESPONSIBILITIES	% Time
<ul style="list-style-type: none"> <li>• Undertake the statutory planning work within a designated geographical area of the North Planning Team (likely parts of Yorkshire and/or the North-West) and within specified timescales respond to all statutory and selected non-statutory planning application consultations with the objective of protecting playing fields and to provide/enhance the provision of places to play sport.</li> <li>• Ensure that the Planning Management Information System (PIMS) and other data collation systems are kept up to date.</li> <li>• Negotiate with local authorities, developers and others to ensure the best deal for sport through the use of conditions, compensatory provision, planning contributions and community use agreements, etc.</li> <li>• Represent Sport England at public inquiries or planning appeals to advance Sport England's strategic objectives.</li> <li>• Respond to non-statutory planning application consultations and master planning to advise on provision/protection/enhancement of sports and recreation facilities and seek to embed physical activity into development projects where relevant (Active Design).</li> </ul>	
<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• Support local authorities and ensure that they have the necessary information to assist them in making informed decisions in relation to playing field and sports provision, enabling them to plan strategically for outdoor and indoor sports facility investment to maximise opportunities for sport and recreation through new and existing facility provision.</li> <li>• Work closely with local authorities, National Governing Bodies for sport (NGBs) and Active Partnerships to develop and deliver facility overviews/strategies to provide a coherent framework for facility provision at a local level.</li> </ul>	30%

KEY DUTIES AND RESPONSIBILITIES	% Time
<ul style="list-style-type: none"> <li>Support local authorities in preparing Playing Pitch Strategies (PPSs), Built Facility Strategies (BFS) and Facilities Planning Model (FPM) runs to advance Sport England's statutory and strategic objectives.</li> </ul>	
<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>Using Sport England's planning tools to respond efficiently to local plan consultations to ensure that planning policies are based on robust and up to date assessments for sport and recreation and to ensure sport and recreation facilities are protected, provided or improved.</li> <li>Work with colleagues in the Place Directorate to ensure that opportunities are maximised to lever more money into sport through Supplementary Planning Documents, Area Action Plans, CIL/planning contributions and Local Infrastructure Delivery Plans etc.</li> </ul>	20%
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Develop effective relationships with stakeholders (local authorities, Active Partnerships, NGBs) in relation to the planning system to promote and safeguard sporting needs.</li> <li>Develop effective relationships with other Sport England colleagues and in particular those within the Planning Team, or Place Directorate to ensure a united approach to local delivery.</li> </ul>	5%
<p><b>Other general duties</b></p> <ul style="list-style-type: none"> <li>Maintain interest in wider planning policy development and attend relevant seminars etc. in accordance with Personal development Goals and RTPI CPD requirements</li> <li>Contribute to the development of Sport England planning policy and national projects and be a proactive member of the Planning Team.</li> <li>Positively contribute to the evolution of the planning function and the Directorate to support implementation of the Sport England Strategy 'Uniting the Movement'.</li> </ul>	5%

KEY DUTIES AND RESPONSIBILITIES	% Time
<ul style="list-style-type: none"> <li>• Work flexibly to carry out any other duties that your skills can be applied to where directed and capacity allows.</li> <li>• Follow policies and procedures in relation to other matters e.g. Health and Safety, procurement, finance, HR</li> </ul>	

### Our Values

- **Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- **Innovative** – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.
- **Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- **Collaborative** – One team, committed to delivering together and working with others to make a difference to people’s lives.

### Person Specification

#### The additional skills, knowledge and experience required.

##### Essential

- 1) Degree or Postgraduate qualification in Planning with full accreditation by the Royal Town Planning Institute (RTPI).
- 2) Chartered Membership of the Royal Town Planning Institute (MRTPI).
- 3) Demonstrate experience post Chartered Membership of the RTPI, of working in a Government Organisation, Local Authority or planning consultancy in such areas as policy development, urban design, and/or development control (planning applications). This would include at least two of the following:
  - a. Experience of engaging in development control and/or policy development in a local authority, Government Organisation,

- consultancy or responding to planning application and strategic consultations with another statutory consultee.
- b. A proven track record of successfully negotiating on planning applications with local authorities and/or developers or consultees to deliver positive gains using planning conditions and obligations.
  - c. Experience of successfully developing policy and strategies in or for local government, using a needs-based approach, including local plans (including neighbourhood plans).
  - d. A proven track record of successfully working with key partners, maintaining strong customer and network relationships and stakeholder engagement to deliver a high-quality planning service.
  - e. Experience of successfully applying, completing or contributing to other strategy work (e.g. Local Economic Strategy, Sub Regional Strategy, Sport & Recreation Strategy, Open Space Strategy, Playing Pitch Strategy etc.).
- 4) Demonstrate high level written and verbal communication skills.
  - 5) Demonstrate good time management and an ability to manage multiple priorities.
  - 6) Show self-motivation and an ability to work independently.
  - 7) Intermediate MS Office Skills including use of Office 365

**Desirable**

- 1) Experience of master planning, urban design and placemaking
- 2) Experience of using GIS with associated and data analysis skills