

**Job Title:** Planning Technical Officer  
**Directorate:** Place  
**Reports to:** Head of Planning Operations

### JOB PURPOSE

To provide technical and administrative assistance to Sport England's Planning Team and contribute to the effective delivery of its statutory and strategic town planning function. To support the implementation of Sport England's strategy through the recording and measurement of Planning outcomes against key priorities including implementation of Active Environments.

### DIMENSIONS

**Location:** Hybrid office-based in Loughborough/homeworking with regular travel to Loughborough

**Key Stakeholders:** Wide range of contacts including Local Authorities, developers/planning applicants, Sport National Governing Bodies, and the public.

Internal: All colleagues in the Place directorate and some cross-directorate contact including Insight and the Investment Management Team.

| KEY DUTIES AND RESPONSIBILITIES  | % Time |
|--|--------|
| <b>Operational effectiveness</b> <ul style="list-style-type: none"> <li>• Process applications/consultations</li> <li>• Follow established procedures for pre and post response management of applications/strategic consultations and projects effectively and efficiently.</li> <li>• Send out application specific consultations to stakeholders when requested.</li> <li>• Assist in the maintenance and development of an established Planning Information Management System (PIMS), a bespoke Salesforce database. This will ensure it provides a complete and accurate record of a diverse portfolio of planning</li> </ul> | 70%    |

| KEY DUTIES AND RESPONSIBILITIES  | % Time |
|--|--------|
| <p>applications, local plan consultations and strategic projects, from consultation through to decisions and outcomes.</p> <ul style="list-style-type: none"> <li>• Assist in ensuring PIMS meets user needs, through liaising with stakeholders, developing use cases, testing, and helping deploy new functionality.</li> <li>• Support projects involving the integration and management of planning data with that from other internal systems, and the use of/access to planning and associated data by internal and external parties.</li> <li>• Support the preparation of reports to monitor planning workloads and enable assessment of performance against national targets and Sport England's strategic objectives. Contribute towards the development and improvement of business processes and standards in relation to the recording, management and reporting of planning application, local plan and strategic planning consultations/projects.</li> <li>• Coordinate responses to non-statutory planning consultations as directed.</li> <li>• Maintain and send out weekly/regular consultation lists to key partners.</li> <li>• Provide technical support to Planning Managers on specified strategic planning consultations, this may include: Neighbourhood Plans and Site Allocations Documents to assist in identifying any potential sport/playing field related policies or site-specific development impacts, in line with agreed procedures.</li> <li>• Assist Planning Managers with the Active Places sports facility database, for example running reports as requested.</li> <li>• Respond to planning queries, including from the public and external applicants/parties.</li> </ul> |        |
| <p><b>Planning reporting</b></p> <ul style="list-style-type: none"> <li>• Assist the Planning Operations Manager and GIS Data Manager to ensure PIMS is set up and populated to collect, collate and report on data to include:</li> </ul>   | 20%    |

| KEY DUTIES AND RESPONSIBILITIES   | % Time |
|---|--------|
| <ul style="list-style-type: none"> <li>• Weekly, monthly and annual reports on the number and trends of planning application and local plan consultations and strategic projects for day to day and longer-term workload and resource management.</li> <li>• Support outcomes in relation to efficiency targets and Sport England priorities (e.g., securing investment into sport through major housing developments).</li> <li>• Development of new reports to underpin the planning function (e.g., case studies, appeals, planning principles, priority groups).</li> </ul>                 |        |
| <b>Ad Hoc</b> <ul style="list-style-type: none"> <li>• Contribute to Organisation-wide projects as required, ensuring successful implementation and review.</li> <li>• Co-ordinate work and use own initiative when the need arises to manage changing priorities.</li> <li>• Work flexibly to carry out any other duties that are within the colleague's skills and abilities whenever reasonably required.</li> <li>• Follow Sport England's policies and procedures in relation to other matters e.g., Health and Safety, Procurement, Business Continuity and Financial Control.</li> </ul> | 10%    |

### 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.

|                             |
|-----------------------------|
| <b>Person Specification</b> |
|-----------------------------|

**The additional skills, knowledge and experience required.****Essential**

- 1) Customer focused with strong interpersonal skills
- 2) Previous experience in the use of databases and information systems
- 3) Ability to use geographic information systems and/or undertaking web-based research (for example, local authority web sites and use of on-line mapping/photography such as Google Earth)
- 4) Previous experience of building and managing effective relationships
- 5) Ability to manage own workload across a range of deliverables
- 6) Previous experience of researching and analysing data
- 7) Excellent attention to detail and a proven ability to improve and follow procedure and processes
- 8) Intermediate MS Office skills including Word, Excel, Databases and Office 365

**Desirable**

- 1) A knowledge of the town planning system gained a local authority, public body, or consultancy environment, and/or through academic study.
- 2) Knowledge, training/experience in the use of relational databases, including Salesforce.