

Role Description and Employee Specification

Job Title:	Forward Planning Manager	Location:	Coleford, Forest of Dean
Department:	Communities and Place	Service:	Forward Planning
Reports to:	Head of Place	Working Hours:	37 hrs per week
Salary:	£59,450	Peer Group:	PGT I
Business World Post Number:		Job Group:	Specialist - Level 4
Contract Type:	Permanent	Direct Reports:	Principal Policy Officer Policy Officer Assistant Policy Officer Policy Planning Assistant

Overall purpose of the Post:	<p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p> <p>To think and act strategically and innovatively in the delivery of all aspects of the Council's Forward Planning function. This includes leading and project managing the preparation, delivery, monitoring and review of a local plan, local plan documents and supplementary plans and associated supporting documents, research and evidence work to ensure the timely delivery of the Council's and Plans objectives.</p>
Key Tasks and Responsibilities:	<p>To provide clear leadership and direction in managing staff and workloads of the Forward Planning team including constantly reviewing the allocation and prioritisation of tasks and resources to deliver agreed goals, objectives and statutory requirements.</p> <p>To create and promote a collaborative working environment and culture across all teams within the Council and countywide in preparing and delivering plans, working with a clear focus on cooperation across service areas including, Development Management, Ecology, Climate, Strategic Housing and Communities.</p> <p>To apply project management methodologies, working closely with in house programme/project manager, and performance management to ensure targets and performance objectives are met, risks are managed, and quality is effectively controlled across the Forward Planning team.</p> <p>To ensure people and resources are appropriately managed including team budgets, staff recruitment and development including undertaking effective mentoring, support and appraisals to develop competent and confident staff who are resourceful, resilient and reach their full potential.</p>

	<p>To manage and lead change in response to changing legislation, budgetary considerations and other external factors using creative and innovative approaches which maintain and improve service delivery.</p> <p>To identify additional funding sources to support opportunities around digital planning, improvements in engagement and process efficiency.</p> <p>Prepare and present reports and recommendations to Council, Cabinet, the Portfolio Holders and other committees. Actively engage with wider membership through briefings and engagement exercises.</p> <p>To have overall responsibility for the Local Plan process, including lead role as expert witness at Local Plan examination, planning appeals, independent examinations or formal hearings as required.</p>
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<p>Demonstrable experience in maintaining strict budget control within a planning context, including the ability to report on financial updates, variances and control measures to governance bodies.</p> <p>Proven ability to identify and pursue opportunities for joint commissioning and collaboration with local communities, with an understanding of the strategic and financial implications.</p> <p>Strong political awareness and the ability to engaged effectively with elected members, town and parish councils, community stakeholders, the development industry and infrastructure partners.</p> <p>Substantial experience representing a local authority in cross boundary planning matters, including fulfilling statutory requirements.</p> <p>Proven capability in horizon scanning and strategic foresight, with the ability to anticipate and evaluate the implications of policy, legislative and socio-economic change</p> <p>In depth knowledge of the planning legislative framework, with the ability to interpret and respond appropriately to new legislation, legal challenges, government inspections and planning related decisions.</p> <p>Demonstrated ability to apply innovative and pragmatic problem-solving approaches where national guidance or precedent is limited, particularly in response to changes in government policy or case law.</p> <p>Experience ensuring the development and implementation of sound and legally compliant, planning documents and evidence, including managing external consultants and using sound judgment to assess legal and policy compliance.</p> <p>Strong digital and service design acumen, with the ability to drive innovation and efficiency in service delivery through digital solutions.</p> <p>Excellent written and analytical skills, with the ability to ensure all documentation and evidence to meet legal requirements.</p>
Desirable	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant profession. • Five years' experience in the relevant field

Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Eligibility for membership of the RTPI and a Town Planning qualification or equivalent. • Proven track record at working at a managerial level in the public sector or similar organisation. • Excellent working knowledge and understanding of current planning issues and understanding of current and changing legislative landscape. • Ability to analyse a range of complex planning issues and technical details including housing, employment, environmental and infrastructure issues to produce reasoned recommendations and policy responses, supported by available evidence. • Proven track record to facilitate and manage ongoing change. • Proven track record to lead, inspire and successfully motivate others towards shared objectives. • Experience formulating strategies and policy documents. • Ability to effectively manage external consultants, to deliver procured critical local plan evidence work. • Excellent written and verbal communication skills. • Self-motivation and ability to manage workload with minimal supervision. • Competent in using a range of technology and software packages, including Microsoft, Uniform (or equivalent), digital engagement and mapping and GIS software tools such as Objective and Maptionnaire 		
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities</p> <p>To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority or the House of Commons.</p>		
Date Reviewed:	12 June 2025	Reviewed By:	Philippa Lowe

Checked by HRBP	Clare Jones	Date of Issue:	12 June 2025
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