

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Place Planning Manager

Service, Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Place Planning Manager leads the development of the school place sufficiency strategy, and of forward plans and strategies for portfolios, which support operational delivery, drive efficiencies, and provide opportunities.

The Place Planning Manager manages substantial, complex and collaborative Education capital projects from conception to completion.

Accountable to:

Head of Place Planning & Admissions
Children and Young People's Services

Responsibilities:

1. To lead the delivery of and formulation, development, review and implementation of the Council's School Place Planning Strategies, to represent WNC within internal and external environments in respect of strategic matters and to represent the interests of key stakeholders at all levels, including direct engagement with Executive Directors and Members.
2. To provide Line Management, directly and through matrix management, to the team, and to give technical advice and guidance to colleagues.
3. Direct the management of substantial/complex Education Capital projects to meet future sufficiency needs for both mainstream and SEND pupils.
4. Manage and direct specific option appraisals and feasibility studies, which evaluate and determine best value solutions within given constraints and set budgets .
5. To lead sufficiency reviews both by area and wider across WNC, in order to dictate all future Capital Education infrastructure requirements.
6. Co-ordinate and analyse large datasets, including forecasts and the impact of external factors including new housing yield to ensure that the Council's statutory duties are met.
7. To lead in collaborative and partnership working to deliver and to lead negotiations in high profile and complex partnership projects, seeking positive outcomes for children and families, and ensuring appropriate governance is carried out across all partners.
8. To deliver delegated budgets on target, including the delivery of any agreed savings and efficiencies targets.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
The ability to establish good rapport and open and honest relationships with Customers, from the public, partner organisations, senior officers and members.	Essential	A, I
The skills and ability to use techniques to deliver high quality outputs and solutions within challenging timescales.	Essential	A, I
The ability to think strategically, and to identify innovative and creative solutions to problems and plans to create and deliver within outcomes.	Essential	A, I
Positive attitude to change in the organisation and a willingness to promote and adopt new ideas and ways of working.	Essential	A, I
Capable of expressing information, concepts, and ideas both orally and in writing in a logical, well structured, timely, accurate and meaningful form to recipients.	Essential	A, I
Able to critically analyse large and complex data sets to draw accurate conclusions around place planning / to develop linked strategies.	Essential	A, T
Ability to manage and develop others to achieve their full potential and to achieve project objectives.	Essential	A, I
Excellent numeracy, analytical and interpretative attention to detail	Essential	A, I, T
Ability to organise, plan and manage own work and that of others to deliver objectives and outcomes in a timely and responsive manner.	Essential	A, I
Ability to develop constructive relationships with stakeholders, partners, consultants, colleagues, and others within and outside the organisation, and to influence and persuade others to ensure that desired outcomes are met.	Essential	A, I
Ability to maintain confidentiality.	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A,T,I

Knowledge:	Essential / Desirable	Measured by
Up to date knowledge of and toolkits, and of advances in strategic thinking and current best practice.	Essential	A, I
Project Management techniques and methods.	Desirable	A, I
Management techniques and methods.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Significant experience of working in an education field, preferably within a local government setting.	Essential	A, I
Significant experience of working with place planning statutory processes along with a broad knowledge of school admissions.	Desirable	A, I
Significant post-qualification professional experience in the development of strategic thinking and implementation of adopted strategies in property matters.	Essential	A, I
Direct experience of dealing with complex and high-profile cases, and managing a significant caseload in the public sector.	Essential	A, I
Demonstrable track record of successfully managing substantial complex projects in the public sector, including the management of professional consultants. Experience of Equality and Diversity issues, budget management and governance within a public sector environment.	Essential	A, I
Experience of working with the private sector.	Desirable	A, I
Experience of leading and managing teams of professional staff in 'business as usual' and through transformational change, and delivering planned business outcomes.	Essential	A, I
Experience in influencing and negotiating with internal and external stakeholders, customers, and communicating ideas and solutions at all levels.	Essential	A, I
Experience of direct responsibility for budget management and reporting, and successful delivery of financial targets.	Essential	A, I
IT literate in all major applications.	Essential	A, I,T
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level (or equivalent professional experience) In a relevant subject	Essential	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37	Primary work base:	Office (One Angel Square)
Job family band:	PS09	Worker type:	Part-flexible
Salary range:	£46,878 - £50,071	Budget responsibility:	c. £25m
People management responsibility:	Will be responsible for line management of Strategic Project Officer		

Working conditions & how we work:

We are open to discussions about flexible working.

For example: This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

