



CHELtenham
BOROUGH COUNCIL

Planning Policy Manager

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Candidate Information Pack
October 2024



Welcome from Tracey Birkinshaw – Director of Communities & Economic Development



Are you ready to play a pivotal role in shaping the future of our town with transformative projects and ambitious planning goals?

Planning Policy Manager – up to £52,547 per annum

Our Council has some hugely ambitious, transformative projects that are likely to have the biggest impact on Cheltenham for about 300 years. In this evolution of our town we're investing in the Golden Valley Development, which aims to build the first National Cyber Innovation Centre and hundreds of homes to the west of our town. We are developing our innovative thinking within the context of our town centre to plan for a mixed and vibrant centre. We have a wealth of historic regency buildings and a proud heritage as a spa town. All of this is set in a town amidst beautiful parks and scenery and we're doing all this while trying to reduce our carbon emissions to become net zero, whilst at the same time working proactively within the context of the new Government agenda and the changes to the planning system. There is a lot to make your mark on!

This is a unique and exciting opportunity for you as **Planning Policy Manager** to make a real difference – you will play a critical role in achieving this challenging balancing act between growth and the need to conserve and enhance our rich heritage, cultural and biodiversity assets. You will work with our committed and dynamic multi-disciplinary team to help develop our creative thinking and problem solving to deliver a high quality and innovative service that enables people to live and work locally. You will work alongside the development industry, our stakeholders and community to drive and advocate for sustainable development and investment.

I hope this brief overview has fired your enthusiasm to come to Cheltenham and I look forward to meeting you as the recruitment process progresses!



The Role

Your technical expertise will ensure you have a sound understanding of the changing planning landscape and reforms – you will take ownership and shape our planning policies to achieve the challenging balancing act between growth, conservation and ensuring our communities' well-being;

You will take a leading role in driving forward strategic planning and placemaking, including CIL, infrastructure and neighbourhood planning. You will do this working alongside landowners, development partners, elected members and wider stakeholders in our communities to secure delivery;

You will ensure all planning activities meet the highest standards of service delivery, efficiency, and regulatory compliance, driving continuous improvement and innovation within the planning team.

You will do this by leading a multi-disciplinary team.



About You



- Proven planning experience alongside a strong track record of delivering successful planning projects;
- Knowledge and application of statutory requirements and legalities related to planning;
- Proven ability to work effectively in a political environment and build effective working relationships with elected members, developers, stakeholders, community bodies and our wider community;
- Ability to mentor and support the planning team to develop capability and innovative thinking;
- Self-motivated, business-minded and skilled in negotiation and mediation;
- Professional qualification in planning or related discipline to degree level, or equivalent by experience;
- Membership of a relevant professional body and evidence of continual professional development.

For more information, please download the job description and person specification [cheltenham.gov.uk/vacancies](https://www.cheltenham.gov.uk/vacancies)

Why join us?

We are proud to provide a rewarding and inclusive working environment which encourages our people to work together:

- An excellent pension scheme - you will be eligible to join the Local Government Pension Scheme (LGPS) which is a nationwide, career average pension scheme and is a valuable part of the pay and reward package for employees working in local government;
- A generous holiday entitlement - you'll get 26 days paid holiday (pro rata for part-time staff) which goes up to 31 days when you have been with us for 5 years;
- A flexible and agile working environment - we are proud to provide opportunities to work from home or elsewhere and offer flexibility in working hours;
- A comprehensive programme of learning and development – we actively encourage learning and development for all our staff should they want to progress further;
- Enhanced maternity and paternity schemes;
- Employee health benefits – after your probation you will be enrolled onto the Medicash health scheme to cover your everyday healthcare needs;
- Cycle to work scheme – a government backed initiative that enables employees to get a bike and/or cycling accessories to use for riding to work whilst making tax and NI savings from their gross pay;
- Employee parking scheme – we know that parking can be a huge consideration when taking employment, which is why we offer a low-cost town centre parking scheme for employees, depending on their role and work location.
- **To apply for Planning Policy Manager please visit [cheltenham.gov.uk/vacancies](https://www.cheltenham.gov.uk/vacancies)**