



Hyndburn
Borough Council



Candidate information pack

Planning Manager
(Development Management)

Our Organisation

We are the local district Council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focusses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre.

This role will be central to delivering planned change in the Borough through the delivery of new housing at Huncoat Garden Village and other housing sites, plus two strategic employment sites at Whitebirk and Altham.

Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive and friendly working culture, and strive to recruit people whose values align to our own.

Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

The Role

The Council is taking a positive and ambitious approach to addressing the central issues faced by the Borough, including the development of new family housing and land for employment growth. You will be responsible for ensuring the effective delivery and ongoing improvement of our development management service, together with planning enforcement, and you will personally handle more complex planning applications.

You will be somebody who relishes a challenge and enjoys working in a very busy, but supportive, environment. As well as helping us tackle the recruitment and retention issues that we face in our planning team in common with many other local authorities, you will work with the Head of Planning and Transportation to ensure that the development management service is efficient, proactive and customer focussed. You will be enthusiastic about exploring new ways of working and making best use of technology to deliver service improvement.

You will be expected to work effectively with senior management, elected members, members of the public, the development sector and consultants. The full job description and person specification is included within this document, and includes the following as primary objectives:

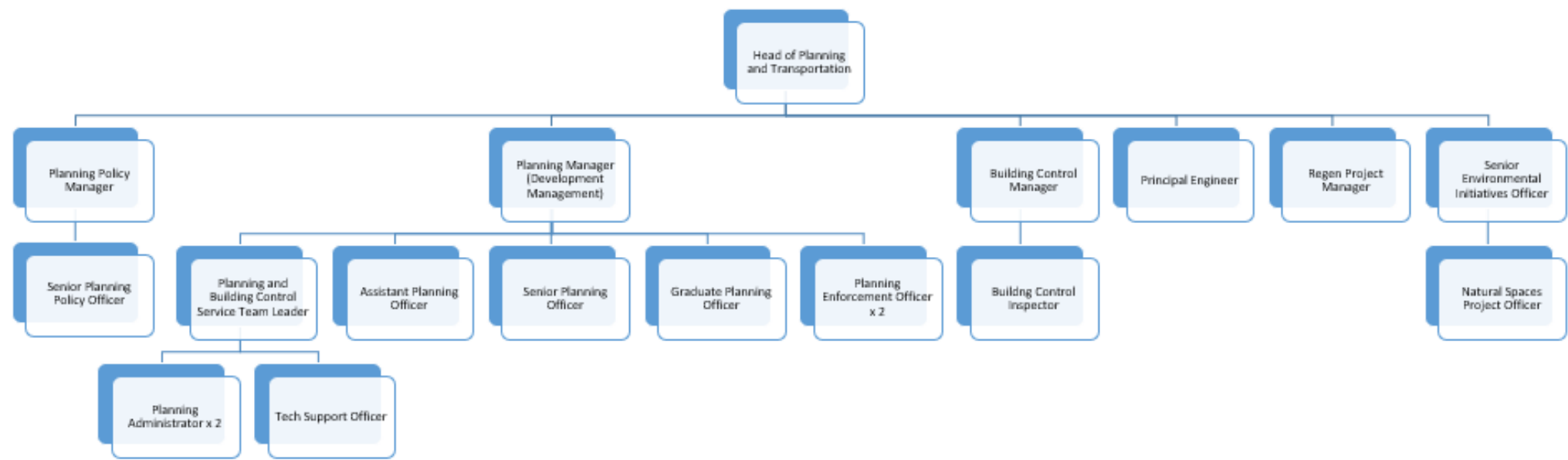
- Leading the delivery of a high quality development management service that is customer-focussed and performance driven;
- Ensuring the delivery of proactive and effective planning enforcement;
- Supporting the work of the Council's Planning Committee;
- Contributing to delivery of the Council's wider corporate and strategic objectives as set out in the new corporate strategy.

What you'll bring:

- Experience of handling a busy caseload of complex and high profile planning applications and experience of supporting the work of more junior colleagues;
- Strong communication skills and high levels of political awareness;
- Strong people skills and the ability to manage a team effectively;
- In depth knowledge of planning law and policy.

If you have the right experience and can demonstrate that your skills and experience match these requirements, we would love to hear from you.

Staffing Structure



Your Salary and Benefits

Salary

- Grade 12 - £49,817 to £53,051 per annum
- Essential Car User allowance

Hours of Work

37 hours, on a flexible working time system. This allows choice over working time between 7.30am and 6.30pm, subject to business needs. There may be occasional weekend and evening work. We pride ourselves on our approach to flexible working and are open to discussions around alternative working options. Please let us know if you have any personal preferences about flexible working arrangements during the recruitment process.

Leave entitlement

Your leave allowance starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service. This is in addition to public holidays and a 3 day closure around Christmas / New Year period – one day's annual leave may be fixed around this time too.

Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere elearning platform.

Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities. **We offer a guaranteed interview to anyone with a disability who can show they meet the essential criteria - we'll ask you to indicate on the application form if this applies.**

Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

How to Apply

Take a look at the job description and person specification. To apply for the role, please complete our application form via the Jobs section of our website:

<https://www.hyndburnbc.gov.uk/hyndburn-borough-council-homepage/vacancies-and-apprenticeships/>

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. We're keen to know what makes you right for the job you're applying for. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience.

This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think

about what we need to know about you and what you'd bring to the role and our organisation.

Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at recruit@hyndburnbc.gov.uk

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

Good luck!



HYNDBURN BOROUGH COUNCIL

Job Description

Job Title:	PLANNING MANAGER (DEVELOPMENT MANAGEMENT)
Post No.:	PS082
Service:	Planning & Transportation
Agreement:	NJC FOR LOCAL GOVERNMENT SERVICES
Range:	Salary Range: £48,226 to £51,356
Other:	Essential Car User
Date:	August 2025

Organisational Relationships:

- a) Reports to: Chief Planning & Transportation Officer
- b) Supervises: Development Management Team, Planning and Building Control Administration Team
- c) Co-ordinates with: Statutory and other consultees, applicants, agents and others interested in planning applications, Planning Committee and other elected members. Plans & Environment Team, Building Control Team. Administration Officer, Regeneration and Housing Department and other service areas.
- d) As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- 1) To manage the delivery of a professional, positive, efficient and equitable development management service, planning enforcement service, and planning input into local land charge searches.
- 2) To maximise the performance of the development management service when measured against national and local performance indicators.

Main Duties and Responsibilities:

- 1) To deliver a professional assessment of all planning applications and related enquiries, including the determination of applications under the scheme of delegation to officers.

- 2) To manage the team's achievement of National Indicators and other performance targets.
- 3) Prepare reports, statistics and monitor the achievement of team targets for Management Team, Cabinet/Council.
- 4) To propose and implement standards and procedures for consultation with the local community and other stakeholders.
- 5) To develop and maintain a positive and responsive working relationship with elected members and those on Planning Committee.
- 6) To manage the new joint admin function and work with the Team Leader to streamline processes and improve the customer experience.
- 7) To prepare and present the Council's case at planning appeals / inquiries and other consultations.
- 8) To investigate and take timely action against breaches of planning control.
- 9) To oversee the development and maintenance of information systems required for an efficient, compliant and responsive service.
- 10) With the Chief Planning and Transportation Officer, to manage the preparation of reports for the Council's Planning Committee and to give verbal advice to members of the Committee on the matters that are before them.
- 11) To ensure a courteous and helpful service to members of the public, applicants and other customers who visit the Council's offices or contact it by telephone, e-mail, or in writing.
- 12) To maintain lateral co-operation between the services various sections, thereby maximising the services overall efficiency and effectiveness.
- 13) To attend Council Committees, Sub-Committees, Panels and Working Groups as required.
- 14) To develop, implement and review Service plans, policies and procedures, ensuring these reflect national guidance, legal requirements and best practice
- 15) To ensure all staff receive annual 1 to 1 annual review meetings including participating in development opportunities and ensure that team development needs are identified and addressed.
- 16) Manage and motivate team members, including recruitment, performance and development, timekeeping and leave, attendance, conduct, grievances, acting as a role model for the Council's values: Teamwork, Customer Focus, Integrity and Positive Attitude.
- 17) Develop work plans and manage budgets for the service, in conjunction with the Head of Service.

- 18) Operate in accordance with Council priorities and compliance policies relating to Health & Safety, Equal Opportunities and Customer Care.
- 19) To undertake any other duties as required by the Head of Service, commensurate with the grade of the post, qualifications, training and experience.
- 20) To participate fully in all inter-Departmental Working Groups/Panels, etc. and co-operates fully to ensure that the Authority's corporate objectives are achieved.
- 21) To assess own performance against the team and individual work objectives.
- 22) To participate in development opportunities to ensure that all employees are employed to their full potential within budgetary restraints.
- 23) To contribute to the formulation of the Department's annual training plan taking into account the training and development needs identified and their relevance to business objectives.
- 24) To deal with colleagues openly and fairly at all times and support mutual respect within teams.

PERSON SPECIFICATION

JOB TITLE	Planning Manager (Development Management)	POST NO.	PS082
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PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) TEST (T)
QUALIFICATIONS			
1. Degree or equivalent level qualification in Town Planning or closely related subject.	✓		A
2. Post-graduate management qualification		✓	A
3. Member of the Royal Town Planning Institute	✓		A
EXPERIENCE			
4. Experience of Development Management	✓		A / I
5. Experience of managing a team	✓		A / I
6. Experience in working in, or developing, planning policy	✓		A / I
7. Experience of project management	✓		A / I
8. Experience of performance management and delivering change	✓		A / I
9. Experience of working with communities, partnerships and other local authorities	✓		A / I
KNOWLEDGE/SKILLS/ABILITIES			
10. Knowledge of current planning legislation and national policy	✓		A / I
11. Thorough understanding of environmental and sustainability issues	✓		A / I
12. Understanding of the commercial development market and development economics	✓		A / I
13. Ability to prepare and deliver effective presentations	✓		A / I

14. Understanding of local government services	✓		A / I
15. Effective interpersonal skills	✓		A / I
16. Ability to lead, motivate and delegate	✓		A / I
17. Ability to prepare clear reports and other documentation to the required deadline	✓		A / I
18. Ability to manage workload to achieve results	✓		A / I
19. Knowledge and experience of performance management and an ability to deliver change	✓		A / I
20. Experience in use of computer-based planning application systems.	✓		A / I
21. Experience in the preparation of appeal statements	✓		A / I
22. Experience of informal hearings and the preparation of proofs of evidence and presentation at public inquiries	✓		A / I
ADDITIONAL REQUIREMENTS			
23. Commitment to providing an excellent standard of customer service.	✓		A/I
24. Current driving licence and provision of own car	✓		A
25. Occasional working outside normal office hours	✓		I
OTHER			
26. Regular and Reliable Service.	✓		References
27. Commitment to the principles of local democracy	✓		A / I
28. Understanding of Equality Legislation as it applies to Local Government.	✓		A / I

A scenic view of a pond with ducks and reeds. The water is calm, reflecting the surrounding greenery. Several ducks are visible on the water's surface. In the foreground, tall reeds and grasses are in focus, some with small white flowers. The background is filled with dense green foliage.

**Together, we're
building an
ambitious and
sustainable future
for Hyndburn**