



# Candidate Information Pack

## Planning Policy Manager

Scale 11 (SCP 32-35)

37 Hours per week

# 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. We provide a range of essential services such as refuse collection, environmental protection, maintaining parks and open spaces, Licensing, administering some key benefits and much more.

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 focuses 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, and two strategic employment sites at Whitebirk and Altham. The Local Plan is central to the achievement of Hyndburn's ambitions and, following the submission of the Plan to the Planning Inspectorate in March 2025 and hearing sessions in September 2025, we are looking for a dynamic person who can take this through to adoption in early 2026.

# 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, 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

You will take a leading role in finalising the emerging Local Plan, guiding it through its final stages to adoption in 2026, following submission for examination in early 2025 and the completion of recent public hearings. The Local Plan is central to delivering the Borough's growth ambitions, including strategic housing at Huncoat Garden Village and major employment development at Altham Business Park and Whitebirk. The Council is committed to a proactive and ambitious approach to tackling key issues, with new family homes and employment land at the heart of this agenda.

In delivering the Local Plan you will be expected to work with other officers within the planning and regeneration teams, 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:

- To provide professional advice at a senior level to the Council on the development and delivery of its strategic planning function and compliance with statutory obligations.
- To take responsibility for the preparation of development plan documents and other planning strategies at all stages, including the commissioning of evidence, plan writing and preparation and giving evidence at examinations and planning appeals.

In addition, the main duties include:

- To draft, consult on, secure the adoption of and keep under review the documents that make up the Councils Local Development Framework in accordance with the legislation and good practice.
- To secure the sustainability appraisal of all Local Development Documents and other relevant policies, in accordance with legislation and good practice.
- To monitor the effectiveness of planning policies and procedure and submit the Annual Monitoring Report.

What you'll bring:

- A degree or equivalent experience in planning or a related field;
- Experience of local plan development; and
- Experience of managing a team and knowledge of planning law and policy.

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

# More about the **Local Plan**

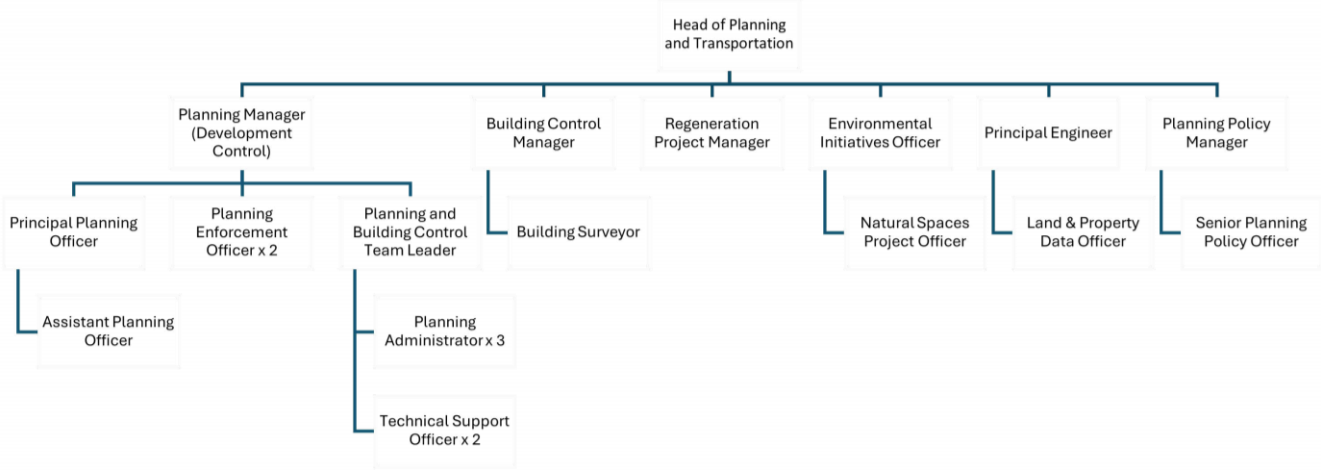
Hyndburn's current development framework is made up of the Development Management DPD (2018), alongside the Core Strategy and Accrington Area Action Plan (both adopted in 2012).

The Council is now progressing a new Local Plan, which sets out strategic policies and site allocations to guide growth up to 2040. The emerging Plan includes proposals for approximately 1,800 high-quality new homes at Huncoat Garden Village, as well as major employment growth through two strategic sites at Whitebirk and Altham.

The Plan was submitted to the Planning Inspectorate for examination in March 2025, with hearing sessions held in September 2025. The Council is currently awaiting the Inspector's post-hearing letter.

Further information about the Local Plan is available at: [Hyndburn's New Local Plan – Hyndburn Borough Council \(hyndburnbc.gov.uk\)](#). The successful candidate will play a key role in taking the Plan through to adoption.

# Staffing Structure



# Your Salary and Benefits

## Salary

- Grade 11 - £42,839 to £46,142
- 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 will 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 plus one additional day of leave to be taken on a set date around this period.

## 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 e-learning 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:

[Working at the Council – Hyndburn Borough Council](#)

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. 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.

Hyndburn Borough Council values honesty and integrity and expects all candidates to share these values. Please ensure that all the examples you use in support of your application are representative of your own experience. For more information, please see our [Guidance on using Artificial Intelligence in job applications](#).

## 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](mailto: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

<b>Job Title:</b>	Planning Policy Manager
<b>Post No.:</b>	PS083
<b>Service:</b>	Planning & Transportation
<b>Agreement:</b>	NJC For Local Government Services
<b>Range:</b>	Scale 11 SCP 32-35
<b>Other:</b>	Essential Car User Allowance Politically Restricted Post

### Organisational Relationships:

- Reports to:** Head of Planning & Transportation
- Supervises:** Planning Policy Officers, Technical Officers undertaking work for the Local Plan or monitoring
- Coordinates with:** Statutory and other consultees, applicants, agents and others interested in planning applications, Planning Committee and other elected members, Building Control Team, Administration Officer, Regeneration and Housing Department and other service areas..
- Customer Focus:** 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):

- To provide professional advice at a senior level to the Council on the development and delivery of its strategic planning function and compliance with statutory obligations.
- To take responsibility for the preparation of development plan documents and other planning strategies at all stages, including the commissioning of evidence, plan writing and preparation and giving evidence at examinations and planning appeals.
- To manage the delivery of a professional, positive, efficient and equitable Planning Policy service and undertake all necessary monitoring and reporting on the Local Plan, maximising the performance of the Local Plan when measured against national and local performance indicators.

## **Main Duties & Responsibilities:**

1. To draft, consult on, secure the adoption of and keep under review the documents that make up the Councils Local Development Framework in accordance with the legislation and good practice.
2. To secure the sustainability appraisal of all Local Development Documents and other relevant policies, in accordance with legislation and good practice.
3. To monitor the effectiveness of planning policies and submit the Annual Monitoring Report.
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.
6. To maintain the information and research base sufficient to inform planning and sustainable policy and implementation, carrying out or commissioning additional research as required.
7. To support Development Management team, where necessary, in the decision-making process on planning applications through the provision of strategic planning policy advice and to prepare and present the Council's case at planning appeals / inquiries and other consultations.
8. To produce and maintain conservation area character appraisals and management plans, and provide advice on conservation and listed building matters.
9. To oversee the development and maintenance of information systems required for an efficient, compliant and responsive service.
10. To manage the preparation of evidence for the local plan.
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-operate fully to ensure that the Authority's corporate objectives are achieved.
21. 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.
22. To deal with colleagues openly and fairly at all times and support mutual respect within teams.
23. Prepare reports, statistics and monitor the achievement of team targets for Management Team, Cabinet/Council.

24. To lead on the identification and interpretation of relevant changes in planning legislation and national planning policy and guidance relating to plan-making functions; advising on how any changes will impact on Council services, including preparing consultation responses to proposed changes as appropriate.
25. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
26. To undertake duties as required by line manager or the Head of Service.

*In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

## Person Specification

<b>Job Title:</b> <b>Planning Policy Manager</b>			
<b>Criteria are measured using 4 different sources:</b> <b>Application Form (A), Interview (I), Test (T), References (R)</b>			
<b>Job Criteria</b> <b>(Based on Job Description)</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Degree or equivalent level qualification in Town Planning or closely related subject.</li> <li>• Post-graduate management qualification</li> <li>• Member of the Royal Town Planning Institute</li> </ul>	✓   ✓	✓	A  A A
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of Local Plan preparation and management</li> <li>• Experience of managing a team</li> <li>• Experience in working in, or developing, planning policy</li> <li>• Experience of project management</li> <li>• Experience of performance management and delivering change</li> <li>• Experience of working with communities, partnerships and other local authorities</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓		A/I A/I A/I A/I A/I A/I
<b>Knowledge/Skills/Abilities:</b> <ul style="list-style-type: none"> <li>• Knowledge of current planning legislation and national policy</li> <li>• Thorough understanding of environmental and sustainability issues</li> <li>• Understanding of the commercial development market and development economics</li> <li>• Ability to prepare and deliver effective presentations</li> <li>• Understanding of local government services</li> <li>• Effective interpersonal skills</li> <li>• Ability to lead, motivate and delegate</li> <li>• Ability to prepare clear reports and other documentation to the required deadline</li> <li>• Ability to manage workload to achieve results</li> <li>• Knowledge and experience of performance management and an ability to deliver change</li> <li>• Experience in use of computer-based planning application systems.</li> <li>• Experience in the preparation of appeal statements</li> </ul>	✓ ✓ ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I A/I A/I  A/I A/I A/I A/I A/I A/I A/I A/I

<ul style="list-style-type: none"> <li>Experience of informal hearings and the preparation of proofs of evidence and presentation at public inquiries</li> </ul>	✓		A/I
	✓		A/I
<b>Additional Requirements:</b>			
<ul style="list-style-type: none"> <li>Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).</li> </ul>	✓		R
<ul style="list-style-type: none"> <li>A commitment to customer care and equal opportunities and an understanding of how to put these into practice.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Commitment to the principles of local democracy.</li> </ul>	✓		A/I
<b>Other:</b>			
<ul style="list-style-type: none"> <li>Commitment to providing an excellent standard of customer service.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Current driving licence and provision of own car</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Occasional working outside normal office hours</li> </ul>	✓		I

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**Hyndburn**  
Borough Council

**Make  
a  
difference**

Work for your  
local council

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