

JOB DESCRIPTION

JOB DETAILS	
Post title:	Strategic Infrastructure Planning Manager (for Cheltenham, Gloucester and Tewkesbury)
Post grade:	H
Post number:	BDDC89
Directorate:	Planning
Section:	Development Management
Reporting to:	Associate Director – Planning (with priorities managed via Cheltenham, Gloucester and Tewkesbury CIL Programme Board)
Line manager:	No
Date updated:	October 2024

MAIN PURPOSE OF JOB
<p>The Cheltenham, Gloucester and Tewkesbury Strategic Infrastructure Planning Manager is a specialist role supporting the 3 councils together with the Community Infrastructure Levy (CIL) Joint Committee. The focus is upon the development and implementation of infrastructure, funding mechanisms, coordination of land use and infrastructure strategies and infrastructure prioritisation and delivery.</p> <p>This role is hosted by Tewkesbury Borough Council, however operational management will be via the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan Steering Group. The named lead for this area of work is Tracey Birkinshaw; Director Communities and Economic Development, Cheltenham Borough Council.</p>

SPECIFIC DUTIES
<ul style="list-style-type: none"> • You will manage the preparation and delivery of a joint Infrastructure Delivery Framework for Cheltenham, Gloucester and Tewkesbury. This will be the key strategic document that identifies the challenges and opportunities in delivering the necessary infrastructure required to enable growth across the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (SLP) area. • You will drive the strategy, practical policy and delivery solutions through the emerging SLP and embed delivery across the councils' development management teams. • Working with the wider SLP team you will lead the successful digitisation of the SLP Infrastructure Delivery Framework; a flexible and forward-thinking document that provides a long-term strategic picture of growth and infrastructure needs across SLP area. • You will act as the SLP councils' specialist advisor to the Cheltenham, Gloucester and Tewkesbury CIL Joint Committee ensuring the best professional advice and information is readily available to Elected Members, senior management and other stakeholders in order to ensure effective decision taking and build consensus on key programmes and projects relevant to strategic infrastructure and planning across the SLP area. • Working with the wider SLP team you will lead the collaboration with internal and external stakeholders and developers, to align strategic infrastructure priorities with land use outcomes and resolve infrastructure blockages. • To have due regard to sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.

- Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities.

ORGANISATIONAL CHART

To be added

KEY WORKING RELATIONSHIPS

SLP CIL programme board
 CIL Joint Committee
 Team Managers, Development Management (across Cheltenham, Gloucester and Tewkesbury Councils)
 CIL Manager/S106/monitoring officers across SLP councils
 Finance
 One Legal
 Infrastructure providers e.g Gloucestershire County Council, NHS, third sector, Police etc.

RESOURCES

The postholder will be responsible for delivering the actions identified in the Section 106 Improvement programme.

PHYSICAL DEMANDS

The role is desk-based.

MENTAL DEMANDS

The role may require managing changing priorities and conflicting demands.

WORKING ENVIRONMENT

The postholder will spend the majority of their working time within an office or home-environment, in accordance with the Council's Agile Working Policy. The post holder will as required work across the 3 SLP council sites.

ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Educated to degree level or equivalent or substantial equivalent experience in a relevant discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Management qualification in relevant subject area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Agile project management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Good experience and understanding of programme/project and financial management including agile project management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Evidence of successful delivery of change programmes that have realised savings and service improvements for the organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience in employee engagement and influencing staff, senior managers, members and partners, to achieve organisational outcomes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience of creative and innovative solutions to achieve successful objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience of operating in a customer focused environment introducing systems and methods to improve customer access, experience and satisfaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience of local government or similar organisations, report writing and dealing with committees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience of project and programme management systems and tools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience of partnership development and working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

Experience of planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Experience of Section 106 legal agreement processes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Extensive knowledge of Microsoft office applications including Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Analytical and problem-solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Advisory, negotiating and motivational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Leadership and supervisory skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Excellent verbal and written communication, including report writing and presenting complex material effectively to a range of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to prioritise and meet tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work under pressure with minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Capable of implementing changes, maintaining and improving services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Knowledge of Local Authority Planning Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Knowledge of Idox Uniform system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Knowledge of Exacom CIL/S106 system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
BEHAVIOURS / ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Customer focus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Calm, helpful, co-operative disposition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Conscientious	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Strong interpersonal and client liaison skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Methodical approach to work, including attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Sensitivity towards the cultures of the organisations and their political complexities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
The resilience necessary to overcome obstacles and resistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work within a team as well as independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview