

Planning & Place Manager / Chief Planning Officer Recruitment Pack

£82,828 - £90,636

**WE'RE MOTIVATED
ARE YOU?
JOIN A TEAM
THAT ACHIEVES GREAT THINGS**

WORKHERE



It's an ambitious time for the council, our residents, our businesses and the people who work here.

If you're motivated, ambitious and driven by achievement, then come and join us. We want you to play a part in the regeneration and transformation of our towns and communities. At North Lanarkshire Council, we're full of energy and ideas to transform our towns and communities into vibrant places to live, work and visit. As Scotland's fourth largest local authority, we've got lofty ambitions, bags of determination and we're moving at a pace to generate real change in our communities and how we deliver services. We're providing services that enhance lives, communities and experiences of over 341,000 people living in the area.

There's a real story to tell about North Lanarkshire.

It's a place that is growing, changing, developing and thriving. The scale of change is vast. And the rate of change is considerable. However, we recognise that not everyone in North Lanarkshire is sharing equally in its successes.

Considerable challenges continue to exist, such as unacceptable levels of child deprivation, a growing demand on services such as health and social care and the visible and very real impact of inequity and inequalities on our communities. The Plan for North Lanarkshire was agreed by all Community Planning Partners. It's an

ambitious strategy which, by working with our partners, residents and businesses, aims to completely transform towns and communities, to make them better, more inclusive and happier places to live.

The Plan is underpinned by five priorities and 25 ambition statements with the aim of inclusive growth and prosperity for all, to bring equal benefits and a fairer distribution of wealth. We measure our progress through 28 health check indicators which track changes and trends to demonstrate whether The Plan and the activities and projects under the Programme of Work, are making a difference.

A new five-year strategic investment programme is underway to improve the region's physical and digital infrastructure and help create the right economic, social and community conditions that will enable businesses, local people and communities to thrive. It's about providing whole-family support locally when they need it so people can lead healthier, safer and more independent lives and in a way that addresses the impact of poverty and reduces inequality. The new programme of work will deliver care, supports and council services that will improve the lives of local people and improve their life chances. Making them healthier, wealthier, happy and more resilient.

Our priorities are clear. We want to:

- Improve economic opportunities and outcomes
- Support all children and young people to realise their full potential
- Improve the health and wellbeing of our communities
- Enhance participation, capacity and empowerment across our communities
- Improve North Lanarkshire's resource base

We know that we can only achieve the outcomes to meet these priorities by working together and by being focused on solutions. North Lanarkshire Council is high-performing but we can do so much more.

We have bright and determined people working here, that believe in what we do. If that sounds like you, then read on.

In this pack you'll find more information about North Lanarkshire, the relevant job description and links to other useful documents.

To be successful you'll need to be innovative, determined and resilient. You'll be prepared to do what it takes to deliver our shared ambition to make North Lanarkshire the place to live, learn, work invest and visit.

If you have all these qualities, we look forward to connecting with you.

BENEFITS

- Attractive pension and avc option
- 27 days annual leave and 6 fixed public holidays, rising to 37 days in line with service
- Flexible working
- Buy and bank leave scheme
- Cycle to work scheme
- Green Car scheme
- Relocation policy

ABOUT US

77

Elected members

21

Wards

32

**Scottish Labour Party
councillors**

24

**Scottish National Party
councillors**

5

**Scottish Conservative
and Unionist councillors**

14

Independent councillors

1

**Scottish Greens
councillor**

1

**British Unionist Party
councillor**

Workforce

(Full-time permanent)

13,080

ABOUT NORTH LANARKSHIRE

Located in the very hub of the country with exceptional transport connections, we attract talent and business that has revolutionised North Lanarkshire into one of Scotland's fastest-growing economies (pre-pandemic).

We're Scotland's fourth largest council by population, covering around 181 square miles, stretching from Stepps to Harthill and from Cumbernauld to Wishaw. The council was formed in 1996 following local government reorganisation and includes the main towns of Airdrie, Bellshill, Coatbridge, Cumbernauld, Kilsyth, Motherwell, Shotts and Wishaw, interspersed with many villages and hamlets, including places like Moodiesburn and Stepps, along the Northern Corridor.

With a population of around 340,000 people, we have a wide range of age groups living in the area, as well as diverse communities with a range of religions and cultures. We're also brimming with ambition, have stacks of resolve and are moving at pace to effect real change in our communities and how we deliver services. The council is investing billions of pounds over the next ten years to help create jobs and generate close to £1bn for the local economy. Reducing inequalities is central to our vision for a brighter, better North Lanarkshire and we're investing in new schools and community facilities as well as doubling our affordable

housing programme to build 5,000 modern homes by 2035.

Around £240million Glasgow City Region City Deal funding is helping to improve the road and rail transport network, create locations to attract business and industry that are relevant to our future economy, and maximise our greenspace for residents and visitors to enjoy. Embracing our shared vision for North Lanarkshire is crucial, particularly as we face challenges to make savings as local government budgets are reduced.

Being big and bold means attracting large international events to our area. We hosted the Glasgow 2018 European Sports Championships, showcasing our world-class venue in Strathclyde Country Park to a television audience of more than a billion people for the rowing and triathlon competitions, a role we fulfilled at the 2014 Commonwealth Games.

Creating modern, vibrant communities where people live, work and socialise is North Lanarkshire's shared ambition for the future.

£1104m revenue budget 2025/26

£660m capital budget 2028/29

£186m housing revenue 2024/25

£90m housing capital 2024/25



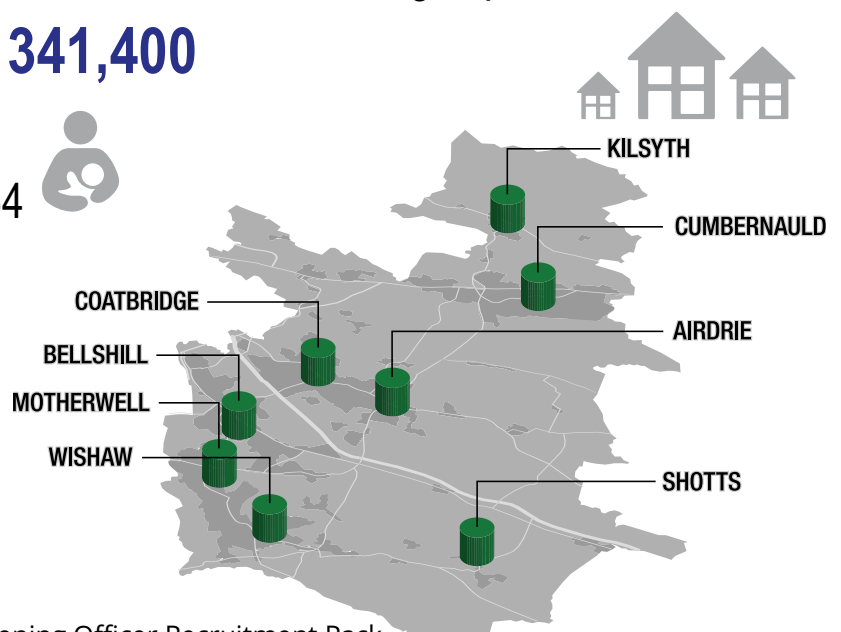
Population 341,400

17.7% under 16

64.5% age 16-64

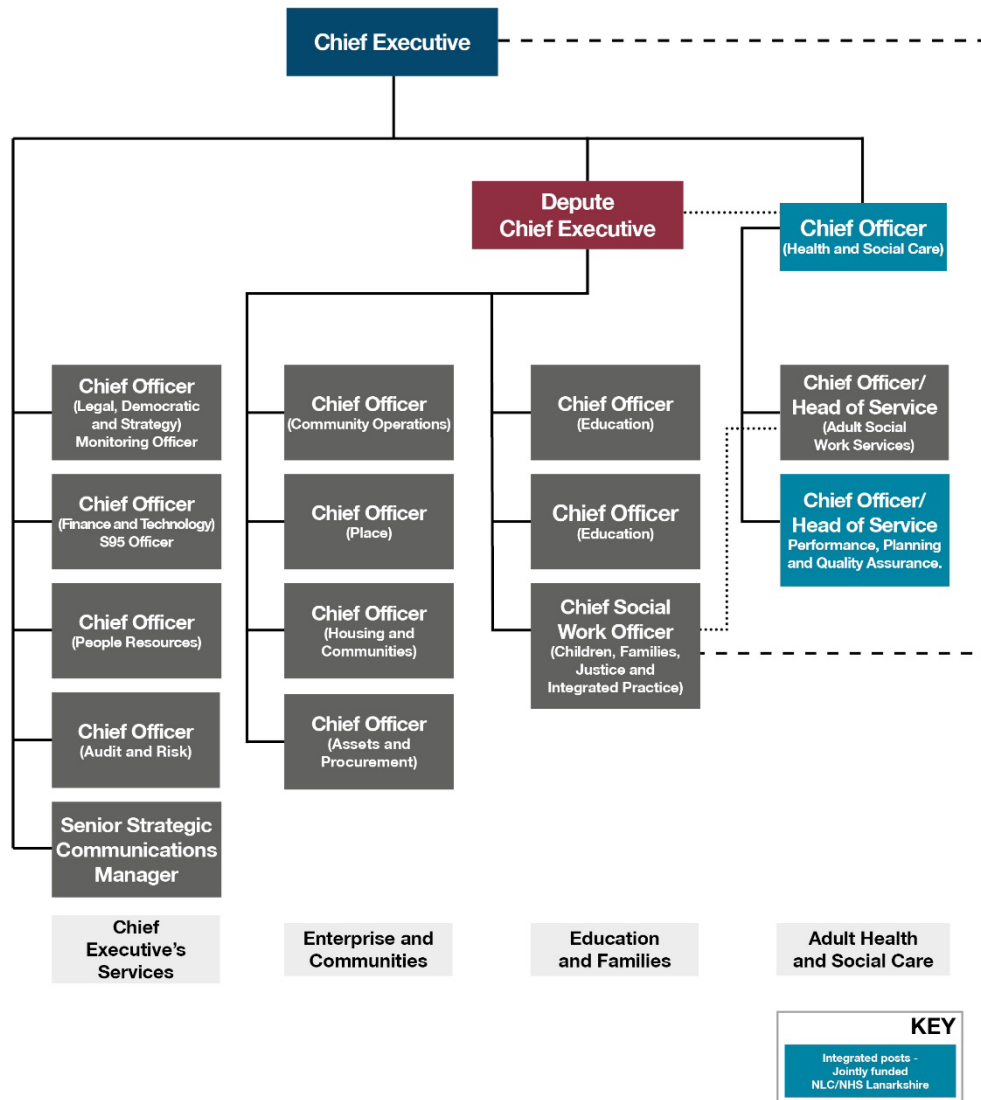


3.2% unemployment



Organisational Structure

Organisational Structure (with effect from 1st April 2026)



THE ROLE

Planning & Place Manager / Chief Planning Officer

Service: Enterprise & Communities
Division: Place
Job Title: Planning & Place Manager / Chief Planning Officer
Responsible to: Chief Officer (Place)
Salary: £82,828 - £90,636
Conditions of Service: SJC
Date of last Review: September 2026
Job Evaluation Ref: A7321

ROLE SUMMARY

The Planning and Place Manager serves as North Lanarkshire Council's Chief Planning Officer, providing strategic and operational leadership for the planning service. Reporting to the Chief Officer (Place), the postholder is responsible for ensuring the effective delivery of a high-quality, planning service, including development management, planning policy, enforcement and performance.

As a key member of the senior management team, the role plays a central part in delivering the council's Plan for North Lanarkshire, leading a coordinated, place-based approach that supports sustainable economic growth, regeneration and infrastructure delivery. The postholder will oversee the preparation and implementation of the Local Development Plan, promote national planning priorities, and work collaboratively with elected members, communities, developers and partners.

The role also includes representing the council at regional and national levels, driving continuous improvement and digital transformation within the planning service, and ensuring strong governance, financial management and workforce development.

MAIN DUTIES AND RESPONSIBILITIES

General Duties:

1. Contribute to the development and implementation of the Plan for North Lanarkshire and associated Programmes of Work, to support the physical and economic regeneration of North Lanarkshire.
2. Ensure that service areas comply with legislation and regulations, facilitate audit and inspection work and actively support the development of services to meet future legislative and regulatory requirements and changes.
3. Comply with the Employees' Code of Conduct, demonstrating the ethical standards expected of officials in public service and develop and promote a positive and enthusiastic culture based on team performance and partnership working.
4. Lead a management team to support and develop employees and ensure productivity and good employee relations are maintained through effective utilisation of the PRD framework and implementation of all council policies and procedures including performance management, Managing Attendance, Recruitment and Discipline.
5. Ensure that information under your control is collated, processed, held and securely destroyed in accordance with the council's Data Protection policy and legislative requirements.
6. Contribute to setting and managing **of** capital and revenue budgets, ensuring effective utilisation of financial resources and assist with generating income and securing funding opportunities.
7. Ensure that appropriate systems of financial control are developed with reporting mechanisms to manage all expenditure to ensure compliance with the council's Financial Regulations, Procurement Regulations and Contract Standing Orders.
8. Contribute to and support the work of council committees, sub-committees, partnership groups and working groups, representing the council as required and maintain a good working relationship with councillors, stakeholders and communities.
9. Respond to emergency situations within Enterprise and Communities, taking a lead role where appropriate and assist with other major incidents within the wider council, in conjunction with Emergency Planning.
10. Develop and maintain productive working relationships with Trade Union representatives.

11. Actively promote equality and diversity to ensure all employees of the council are treated fairly and services of the council are accessible to all people in North Lanarkshire.
12. Undertake such duties and responsibilities as may be required in terms of the Health and Safety Acts and related legislation, e.g. Health and Safety at Work Act, 1974.
13. Undertake such delegated duties as may be required by the council and the Chief Officer Place). Deputise for members of the Senior Management Team as appropriate.

Specific Tasks:

1. Undertake the role of Chief Planning Officer for North Lanarkshire Council, including responsibility for providing professional planning advice to senior officers and elected members and playing a key role in the leadership, vision and strategic direction of the planning authority.
2. Ensure the effective delivery of a high quality and responsive Planning service in accordance with legislative requirements and the approved Scheme of Delegation.
3. As the council's Head of Planning Profession, ensure the integrity, legal robustness and consistency of all planning advice, decisions and policy in accordance with statutory duties and the development plan, and where required represent the council at Planning Inquiries, or arrange appropriate representation
4. Promote and support delivery of the National Planning Framework 4 priorities, including climate mitigation and adaptation, nature recovery, and the delivery of an infrastructure first approach to better align future development with existing and planned infrastructure.
5. Responsible for the development, delivery, monitoring and review of North Lanarkshire's Local Development Plan, including effective stakeholder communication and engagement, and development of an effective Delivery Programme to ensure there is an adequate supply of land, capable of delivery, to support the council's Place based ambitions and support sustainable economic growth.
6. Take a lead strategic role in place making within the council to help align housing, regeneration and infrastructure investment to support delivery of the Plan for North Lanarkshire.
7. Take a lead strategic role to address vacant and derelict land in North Lanarkshire, including the regeneration of former industrial sites such as Ravenscraig, and work with developers, infrastructure providers and investors to unlock strategic development opportunities that accord with the development plan.
8. Lead role in representing the council at a national and regional level to inform the development and delivery of regional and national planning policy, including the Regional Spatial Strategy, National Planning Framework.

9. Assist the work of and report to any service committee(s) through the Chief Officer (Place), in terms of duties imposed by statute on the postholder and providing the best available professional planning advice to the council within a changing economic and legislative environment.
10. Lead on the annual submission of the Planning Performance Framework to the Scottish Government and the development and delivery of the National Planning Improvement Framework Action Plan to support the continuous improvement of the planning service
11. Responsible for the provision of an efficient and responsive development management service and ensure compliance with relevant legislation and the council's scheme of delegation.
12. Responsible for the delivery of the Invest in North Lanarkshire enhanced pre application service to support more efficient and streamlined processing of all statutory consents to facilitate investment and support the council's physical and economic regeneration ambitions.
13. To ensure effective liaison arrangements are in place with all relevant internal and external stakeholders, including statutory consultees, to support delivery of high quality development and wider place making objectives.
14. Responsible for the provision of a responsive planning enforcement service and ensuring effective monitoring of planning conditions is carried out.
15. Responsible for establishing the requirement for developer contributions and for ensuring effective arrangements are in place to monitor developer contributions in accordance with relevant planning conditions/ legal agreements.
16. To lead on the development/review and implementation of good design guidance and other related Planning Guidance to support effective place making objectives and the delivery of high-quality development.
17. Responsible for ensuring effective systems, processes and procedures are in place, including leading on the digital transformation of the Planning Service, to enhance performance and customer satisfaction.
18. Responsible for the management and monitoring of the revenue budget for the Planning service, including the review and collection of all planning related fees and charges.
19. Responsible for development and delivery of the workforce plan for the Planning service to help address skills shortages and develop current and future planning professionals.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

This post is politically restricted, in compliance with the Local Government and Housing Act 1989.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			
Degree or Diploma (recognised by RTPI) in Town Planning or related subject	X		Verification/Application Form
Chartered Membership of RTPI	X		Verification/Application Form
Leadership or management qualification		X	Verification/Application Form
WORK EXPERIENCE			
Substantial post qualification planning experience at a senior management level in development management and/or planning policy, preferably in a local authority environment	X		Application Form/Interview
Experience of effectively communicating complex information to a range of audiences, including elected members and senior managers	X		Application Form/Interview
Experience of leading and developing teams	X		Application Form/Interview
Experience of delivering organisational change/ service improvement		X	Application Form/Interview
Experience of partnership working and/or working at a national/regional policy level	X		Application Form/Interview

Experience of leading place making and regeneration programmes		X	Application Form/Interview
Experience of managing significant budgets	X		Application Form/Interview
KNOWLEDGE/SKILL/ABILITY			
Excellent people management and leadership skills with the ability to motivate and develop staff	X		Application Form/Interview
Effective communicator with a range of audiences, including senior managers and elected members	X		Application Form/Interview
Excellent organisational and IT skills	X		Application Form/Interview
Good report writing and presentation skills	X		Application Form/Interview
Excellent knowledge of current planning legislation/guidance and awareness of potential changes in the external environment	X		Application Form/Interview
Ability to work to deadlines and manage competing priorities	X		Application Form/Interview
Good knowledge of the Digital Transformation and Planning reform agenda	X		Application Form/Interview
Ability to lead and deliver transformation programmes	X		Application Form/Interview
Ability to find solutions and negotiate effectively with developers and strategic partners	X		Application Form/Interview
PERSONAL QUALITIES/ ATTRIBUTES			
Demonstrates professionalism, credibility and resilience	X		Application Form/Interview
Self-motivated and enthusiastic while calm under pressure	X		Application Form/Interview

Ability to develop strong working relationships with a range of partners and stakeholders including elected members, developers and communities	X		Application Form/Interview
Flexibility to adapt to changes in the organisational environment	X		Application Form/Interview
OTHER			
Ability to travel throughout North Lanarkshire	X		Application Form/Interview
Required to assist in responding to Corporate and Service emergencies	X		Application Form/Interview

USEFUL LINKS

In the documents below, you will find more information about the council, its priorities and its policies. You can also visit the council website at <http://www.northlanarkshire.gov.uk> to find out more about what we do and the communities and partners we work with.

[We ASPIRE](#)

[- A Shared Ambition for North Lanarkshire](#)

[The Plan for North Lanarkshire](#)

CONTACT DETAILS

For further information on the post, contact;

Pamela Humphries

humphriesp@northlan.gov.uk

