



Role Profile

Planning Officer

Inclusive Economy & Sustainability



SWINDON
BOROUGH COUNCIL

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| Role Profile: Planning & Economic Development Officer | Role Profile Number: SBC_10895 |
| Grade: CFL 8 | Salary: |
| Directorate/Group: Inclusive Economy & Sustainability | Reporting to: Principal Planning Officer / Senior Planning Officer |
| Date Prepared: updated July 2025 | Structure Chart attached: No |

Job Purpose

Swindon Borough Council is driving forward an ambitious agenda for inclusive and sustainable economic growth. This role is central to delivering that vision—providing planning expertise that enables high-quality development, unlocks investment, and supports regeneration across the borough

You will work in a customer-focused and solutions-led way to ensure planning services actively support the Council’s economic development priorities, including town centre transformation, strategic employment growth, and the delivery of the Swindon Plan. This role requires demonstrable experience in both planning and economic development, with the ability to navigate complex planning processes to enable growth and regeneration.

Key Accountabilities

- Position planning services as a strategic enabler of economic development, regeneration, and inward investment.
- Support the Chief Planning Officer and Head of Inward Investment and Inclusive Economy to remove planning barriers and provide policy frameworks that accelerate delivery of key projects.
- Build strong relationships with developers, investors, and local businesses to support place-making and economic outcomes.
- Liaise with statutory consultees and delivery partners to ensure efficient, coordinated input into planning processes.
- Project manage planning initiatives that contribute to infrastructure delivery, employment growth, and improved quality of life for residents.
- Promote planning as a tool for inclusive growth, ensuring services are responsive to community and business needs.

Main Activity Focus:

Planning Policy

- Contribute to the development, monitoring, and implementation of local planning policy, including the Local Plan and supporting documents.
- Support evidence-based policy creation that aligns with Swindon's economic development strategy and spatial priorities.
- Engage with stakeholders, including local businesses and community groups, to shape policy that reflects local aspirations and economic potential.

Development Management

- Assess and report on planning applications, particularly those with economic significance (e.g., employment sites, mixed-use developments).
- Support principal officers in progressing strategic applications that unlock growth and regeneration.
- Negotiate with applicants to secure high-quality outcomes and infrastructure contributions.

Enforcement

- Manage enforcement cases with economic implications, ensuring compliance and protecting the integrity of planning policy.
- Liaise with legal services and represent the Council in enforcement proceedings where necessary.

Supplementary Accountabilities

- Champion a commercially aware approach to planning, recognising its role in enabling development and investment.
- Meet and exceed performance indicators aligned with economic development and planning outcomes.
- Respond to internal and external queries regarding development potential and policy interpretation.
- Maintain accurate records in line with Council policies and legislative requirements.

Knowledge & Experience

Candidates must demonstrate substantial experience in:

- UK planning legislation, policy, and guidance.
- Economic development principles and their integration with planning functions.
- Stakeholder engagement, particularly with developers, investors, and local businesses.
- Project management of planning-related initiatives.
- Strong analytical, report writing, and presentation skills.
- Use of planning systems and GIS tools.

Qualifications

- Educated to A level or above or equivalent qualification (*Postgraduate MA or Diploma in Town Planning is desirable but not essential*)
- Membership (or eligibility for membership) of the RTPI is desirable but not essential.

Decision Making

- The postholder can take effective decisions quickly and act on own initiative in order to resolve problems.
- The postholder must be able to quickly get to the heart of the issues and accurately assess and manage risk commensurate to the scope of their post.

Creativity and Innovation

- Supports creative solutions to Council-wide issues and takes action to implement them
- Shows creativity in using resources to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery

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| <u>Job Scope</u> Number and types of jobs managed The post holder has no direct line management responsibilities but will be expected to mentor and support graduate planners across the service. Typical tasks supervised/allocated to others <ul style="list-style-type: none">• The postholder has no direct delegated responsibilities | Budget Holder: Asset Responsibility: | No Various operational assets and equipment |
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Contacts and Relationships

The Postholder will work in a collaborative manner with Members, Corporate Boards, other directorates, external and internal stakeholders, community members and other bodies that interact with this role to deliver solutions led positive outcomes.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviors, by displaying:

- Accountability at all levels.
- Customer care and pride in what we do.
- Continuous learning and evaluation.
- Valuing one another and the contribution each of us make.

The postholder will be required to observe and fulfill the seven principles of public life (also known as the Nolan Principles):

- *Selflessness – Holders of public office should act solely in terms of the public interest*
- *Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.*

- Objectivity - *Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*
- Accountability - *Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.*
- Openness - *Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.*
- Honesty - *Holders of public office should be truthful.*
- Leadership - *Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.*

Other key requirements of the role

The post holder will:

- be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.
- Team player capable of influencing and working within cross-functional teams at all levels
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.

This is a not a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

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| Date: Enter date here | <i>Sign here</i> |
| Line Manager: | Line Manager Signature: |
| Date: Enter date here | |

