



Homes  
England

## Manager – Planning & Enabling (E1889N)

Directorate	Development
Team	Planning & Enabling
Reports to	Senior Planning & Enabling Manager
Direct Reports	0
Grade	16
Location	Liverpool or Manchester

### Job purpose

The post holder will provide planning and enabling expertise to help unlock a range of planning, technical and delivery obstacles to enable the supply of new homes on sites within Homes England’s land portfolio. Sites will range in scale from small infill schemes to large scale major developments, including urban extensions and new settlements.

The post holder will take a lead (as well as supporting senior colleagues) in the delivery of a portfolio of projects and provide technical knowledge to de-risk these and to secure planning certainty. This will include (but is not limited to):

- Preparing tender documents & managing contracts for property advice, planning advice, legal advice and instructing solicitors. Ensuring document control of the projects undertaken is maintained
- Drafting high quality planning, technical and de-risking strategies and gateway papers for internal approval and presenting project information to colleagues as necessary
- Meeting with key stakeholders, statutory consultees and local authorities as well as negotiating with third parties
- Preparing representations to statutory consultations, call for sites or local plan consultations (including supporting senior colleagues at Public Examination and at Appeal, as necessary)
- Project management of consultant teams to prepare and submit planning applications. This will include gaining pre-application advice, the technical appraisal of information prior to submission, as well as engaging with Local Planning Authorities to negotiate proposed planning conditions and s106 Agreements to ensure that flexible, viable and implementable planning consents are obtained on the best commercial terms for the organisation
- Project management skills to manage risk, delivery milestones, funding and multiple projects and consultant teams simultaneously
- Providing technical support and specialist planning/de-risking advice to colleagues undertaking potential acquisitions and elsewhere across multi-functional teams. This will include (but is not

limited to) the drafting and review of technical due diligence, attendance at stakeholder meetings and assessment of planning risk and delivery potential for sites that are being considered for development

- Working with Development Delivery Services to de-risk land by identifying and delivering site remediation, ecology, utility and / or infrastructure works. The post holder will harness expertise from the internal Development Delivery Services team (specifically technical and capital projects) to agree a strategy, and where appropriate project manage and assist senior colleagues in the co-ordination of any subsequent contractors
- Providing technical and specialist planning advice to the Disposal Team including input in the selection of the preferred Developer Partner (including assistance in the assembly of technical packs; reviewing site layout plans; ensuring that the bids are compliant in respect of planning); reviewing and assisting partners in the submission of reserved matters applications (where applicable).

The post holder will also be required to prepare early drafts and to shape approval papers, funding and planning strategies for land owned by the Agency or to be acquired directly, through the Other Government Departments transfer model or partnering arrangements.

## Key relationships

To ensure the timely delivery of projects within timescales required by the Agency (as agreed with the Head of Team), the Planning and Enabling Manager must develop strong working relationships with a wide range of individuals across the private and public sector, for example:

- Predominantly planning & related technical officers in local authorities
- Officer level representatives of external stakeholders including other Government Departments, housebuilders, private developers, landowners, financiers, LEP's and National Organisations; and
- Homes England panel consultants, acting as an 'intelligent client' to challenge advice and help the Agency to deliver at pace and at best value for the public purse on the most commercially viable terms possible.

Strong internal relationships at Homes England are also required, specifically working alongside and reporting into senior colleagues within the Planning and Enabling, Acquisitions and Disposals Teams, and wider Development Directorate, as well as liaising with colleagues across the Agency's other Directorates and multi-functional teams including Valuations, Legal, Finance, Master Design and Development, Risk and Development Delivery Services (Technical and Capital Projects) teams in order to meet key delivery drivers for the Agency and enact a collaborative approach to achieving Agency outcomes.

## Key accountabilities and responsibilities

- As a Planning and Enabling Manager, you will have to demonstrate successful delivery of multiple projects, especially with regards to planning and de-risking works, on time and to budget whilst managing their associated consultant teams
- Undertake and oversee approved site de-risking works including procuring / tendering, contracting and project managing capital works contracts (including demolition, Site Investigations, the delivery of infrastructure, etc)

- Securing appropriate planning solutions based upon specialist planning, legal and technical knowledge, best practice, and value for money whilst helping to build consensus and mediate between conflicting positions wherever necessary to deliver Homes England's objectives (e.g. unlocking land for new homes). This includes negotiating and securing planning permission, conditions, obligations and other mitigation requirements
- Brokering solutions and assisting senior colleagues with key external stakeholders and partner organisations to achieve the best commercial terms possible for the Agency. e.g. Negotiation with third parties for rights of access or services, or joint representation on shared land interests
- Liaise with Estate Management colleagues to ensure that appropriate management regimes are employed on site, relationships with tenants and neighbours are managed in line with planning strategy, and requisite budgets accurately profiled
- Ensure Annual Business Plan milestones and key performance targets are accurately forecast and achieved as agreed, and to keep project monitoring systems up to date on a monthly basis. Attend regular performance review sessions and provide accurate information, updating on delivery milestones to senior management
- Assist colleagues within the Development Directorate in identifying opportunities for development, advising on their delivery potential and providing specialist planning and technical support as appropriate
- Support the Senior Planning and Enabling Managers in carrying out their role to further deliver large scale/complex residential-led developments, as and when required, to support five year and Annual Business Plan targets
- Where required, to engage with the wider resource and skills of Homes England colleagues and other relevant partner agencies and stakeholders to unlock sites, including engagement and liaison with specialists within Homes England's Valuations, Legal, Finance, Master Design and Development, Risk and Development Delivery Services Teams
- Undertake and support the drafting of high-quality approval papers to obtain timely committee and Board approval for projects at key stages of their life cycle in order to meet annual key performance indicators and key delivery milestones
- Support and advise partners to identify/reach key project milestones through the planning process e.g. assisting preferred developer partners in submitting reserved matters planning applications and discharging pre-commencement conditions in order to efficiently start on site

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility. E.g. As a Planning and Enabling Manager this is likely to include attendance at Public consultation events, planning committees and Local Plan Examination in Public outside of 'core working hours'.

## Key skills, knowledge and experience

- Degree level education/equivalent with applied experience of the development industry
- Appropriate professional membership, MRICS or MRTPI being desirable (or working towards)
- Project management skills and the ability to manage multiple complex projects and consultant teams simultaneously
- Experience within the planning industry of securing planning permissions and de-risking sites for residential development purposes, working with public & private sector partners in order to do so

- Key knowledge of the development industry, residential market place and of the house builder sector is essential
- An understanding of the development process, pre-acquisition, land transactions, site de-risking development economics and viability appraisals
- Good communication skills including oral, digital and written
- An up-to-date and applied understanding of the planning process and related national policy and legislation.

## Key competencies

- Ability to credibly represent Homes England in dealings with key external stakeholders and statutory bodies to understand and align Homes England's strategy with their expectations and approach
- A willingness to be a strong team player, work in a group environment and work flexibly on a series of projects with colleagues across Homes England's Directorates
- Ability to support and influence mediation & negotiation outcomes between parties with a creative, cooperative and commercial approach to resolve difficult issues
- Ability to accurately forecast and manage multiple projects and programmes in line with individual, team and agency-wide objectives
- Ability to clearly and confidently articulate planning strategies and project objectives to senior management

## Key performance measures

- Specialist knowledge of the planning process and related policy & legislation to facilitate the timely delivery of Homes England's portfolio of projects
- Ability to deliver projects on time and within budget, and to manage multiple projects simultaneously with the ability to meet agreed key performance indicators
- Ability to monitor project delivery against planning and de-risking milestones in order to achieve timely disposal strategy and meet with the Agency's key policy objectives
- Effective stakeholder management with local partners which develops positive relationships and enhances the reputation of Homes England
- Attention to detail to ensure that the Agency's commercial position is not eroded and our agreed key performance indicators are met
- Lead by example to embed positive behaviours through own actions and that of the team

# Values and key behaviours

Homes England colleagues are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

 <p><b>Respectful</b> As the core principle, this runs through all our values and behaviours</p>	 <p><b>Impactful</b> We combine our <b>commercial expertise with social purpose</b> to deliver value for money and maximise our positive impact</p>	 <p><b>Accountable</b> We are <b>empowered to lead by example</b>, take responsibility for our actions and speak up for what's right</p>	 <p><b>Innovative</b> We are <b>bold, creative thinkers</b> who embrace change, never stop learning and always look for a better way to do things</p>	 <p><b>Inclusive</b> We <b>recognise and value everyone as individuals</b> and draw strength from our differences</p>	 <p><b>Collaborative</b> We share information, align priorities, and use <b>our collective knowledge and experience</b> to achieve great results</p>
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