

Planning Policy Team Leader

Permanent Contract



www.gwynedd.llyw.cymru/jobs



Job Advertisement

**Post: Planning Policy Team Leader
(Permanent contract)**

Salary: £44,075 - £46,142 (along with Local Authority pension contribution)

Closing Date: 10am on Friday, 19 June 2026

Thank you for showing an interest in applying for this post. It offers an opportunity for a professional, enthusiastic and committed individual as a Team Leader in Cyngor Gwynedd's Planning Policy, Landscape and Nature Service.

We are eager to appoint someone who will be able to lead on aspects of the process of preparing the Local Development Plan for the Gwynedd local planning authority. You will ensure a Plan that meets the statutory requirements and meets the social, economic and environmental needs of the communities in the area for the future.

The successful candidate will also lead a team to ensure that the Service's duties are carried out effectively.

All details about the post can be seen in this document, and you should submit your application on the Council website: www.gwynedd.llyw.cymru/jobs

If you would like an informal conversation to discuss the post, contact Rebeca Jones, the Service Manager (RebecaJones@gwynedd.llyw.cymru, 01286 679890). We look forward to receiving your application.



Working for the Council

Thank you for showing an interest in applying for this post with Cyngor Gwynedd.

The Council offers attractive working conditions. As a member of the Council's staff, you will be invited to take advantage of a variety of training opportunities as part of our commitment to your professional development.

Ensuring a healthy work-life balance is very important, and Cyngor Gwynedd offers a number of flexible working opportunities to help staff to strike a suitable balance between home and work life.

You would also benefit from a range of further benefits that are available by working for Cyngor Gwynedd.

More details about the benefits of working for Cyngor Gwynedd are available at www.gwynedd.llyw.cymru/working-for-us



Job Description

PURPOSE OF THE POST

- Ensure that the people of Gwynedd are at the heart of everything we do.
- Lead the work of providing a Planning Policy Service and related duties for the Cyngor Gwynedd planning authority area

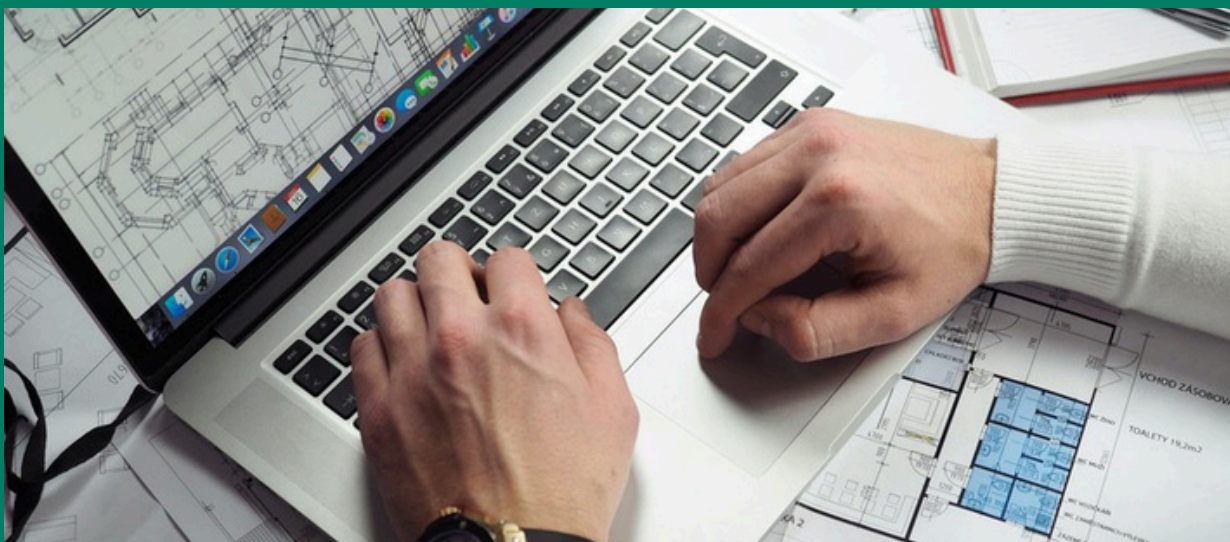


RESPONSIBILITY FOR RESOURCES (e.g. staff, finance, equipment)

- Lead the Team to ensure that duties relating to planning policy are carried out effectively as well as contributing towards aspects of mineral and waste planning and management of the Llŷn Area of Outstanding Natural Beauty (AONB).
- Responsibility for the team's financial resources.
- Responsibility for personal computer equipment.

MAIN DUTIES

- Lead the process of preparing a Local Development Plan, to ensure a Plan that complies with the statutory requirements and addresses the needs of the communities in the area socially, economically and environmentally towards the future. This will include leading, coordinating, preparing and presenting:
 - evidence grounds for text papers
 - documents and presentations for the statutory public consultations as well as briefing sessions for Elected Members
 - evidence for the public inspection
- Lead and implement the arrangements for collaboration with the Council's Communications Team to ensure that an effective Communications Plan is in place for the process of preparing the Local Development Plan and the work of the Service
- Lead and co-ordinate and reconcile where appropriate the process of preparing a Local Development Plan with strategies and other policy documents that have been, or being prepared by the Council, by neighbouring authorities, at a regional and national level.
- Lead the commissioning work of the Team and take an overview of the work of consultants in connection with the work of preparing a Local Development Plan and identify opportunities to commission joint work with other authorities where appropriate.
- After adopting the Local Development Plan, leading the process of monitoring, reviewing and revising the Plan.
- Lead the work of preparing a Supplementary Planning Guidance for the Local Development Plan (following adoption).
- Lead the work of implementing all of the procedures that feed into monitoring the Joint Local Development Plan (Gwynedd and Anglesey) in partnership with Anglesey, to ensure that a joint Annual Monitoring Report (1 AMR) is prepared annually until the New Plan is adopted, in accordance with the statutory requirements.
- The above to include leading the work of monitoring the Supplementary Planning Guidance and also the process of preparing any revised / new Supplementary Planning Guidance to support the policies of the current Joint Development Plan.



MAIN DUTIES (continued)

- Collaborate closely with the Planning Services and lead the work of providing expert policy advice on proposals, planning applications and planning and enforcement appeals, including giving evidence, and also to ensure the input of the Planning Services, to the process of preparing the Local Development Plan and any Supplementary Planning Guidance.
- Lead and implement regular work arrangements to provide advice and specialist guidance on planning policy matters for Gwynedd Departments / Services, Elected Members and other customers of the Service.
- Lead on providing a response on behalf of Gwynedd to consultations by the Welsh Government and other relevant bodies.
- Lead and coordinate Gwynedd's input to the duties of the Corporate Joint Committee (North Wales) in connection with the process of preparing a Strategic Development Plan, to try and ensure that the Plan is in line with Gwynedd's priorities and needs.
- Lead the work of developing, preparing, monitoring and reviewing the Area of Outstanding Natural Beauty Management Plan (AONB), and promoting activities and actions to promote, safeguard and enhance the AONB.
- Lead the day-to-day work in the minerals and waste planning area, which includes specialist input on planning policy matters relating to minerals and waste in the Local Development Plan, input on regional and national strategies, deal with relevant planning applications, monitoring and enforcement work, offering planning advice and planning / enforcement appeals - with this as part of the North Wales Planning, Mineral and Waste Service.
- Lead the work of preparing and submitting reports to the Cabinet, the Leadership Team, Full Council, and any Committee, Sub-committee Panel or Forum, which is associated to the duties of the Team
- Lead on projects and research that is a high priority for the Council (e.g. Re-housing and short-term holiday accommodation) and lead / represent Gwynedd on project teams and county, cross-county, regional and national meetings, which touch on the area of work and the duties of the Team.
- Managing and coordinating the Team's work programmes and budgets.
- Lead the work of contributing to the development and implementation of objectives and policies in the Council's corporate strategies and plans.
- Lead the work of contributing to cross-departmental and cross-county project teams in order to contribute to the work of producing a Local Development Plan, related planning policy work and other duties of the Service.
- Delegate on behalf of the Planning Policy Manager on matters relating to the Service.
- Assist the Planning Policy Manager to ensure that the duties of the Service are carried out effectively
- Professional responsibility for monitoring the development and performance of the Team's staff and to prepare and implement a training programme.

MAIN DUTIES (continued)

- Monitor the performance of the Team and contribute towards managing the performance of the Service in accordance with the Council's corporate arrangements.
- Assist the team to establish operational principles, considering relevant Acts (e.g. Health and Safety, the Well-being of Future Generations Act, Social Services and Well-being Act) and ensure that they adhere to them.
- Responsibility for self-development.
- Ensure compliance with Health and Safety in the workplace rules in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies in relation to equal opportunities and equality.
- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty which corresponds to the salary and responsibility level of the job.
- Responsibility to report any worry or suspicion that a child or vulnerable adult is being abused.

SPECIAL CIRCUMSTANCES (e.g. the need to work unsociable hours, special working arrangements, etc.)

- Occasionally attend meetings outside normal working hours.



Person Specification

Personal Attributes

Essential:

- A warm personality.
- An eye for detail and accuracy.
- Honest, self-confident, assertive and flexible.
- Able to take on responsibilities and to communicate effectively.
- Able to work under pressure and as part of a team.
- Able to inspire and manage staff effectively.
- Committed to providing good customer service and always looking for ways to improve the service.
- An individual who conveys enthusiasm for the work.
- Holder of a valid driving licence and use of a car.

Qualifications and Relevant Training

Essential:

- Degree or equivalent qualification in Town and Country Planning or in a specialised subject that is relevant to the Service's field of work.

Desirable:

- Postgraduate qualification in a relevant subject
- Membership of the RTPI or RIBA or another relevant professional body or association



Person Specification (continued)

Relevant Experience

Essential:

- Experience of working for at least five years in the planning policy field and lead the work in the process of preparing and implementing a Local Development Plan and Supplementary Planning Guidance
- Prepare evidence and participate in a public inspection for a Local Development Plan
- Provide briefings and commission work from consultants
- Prepare and present reports to committees and working groups
- Experience of managing staff
- Experience of working to tight timescales and under pressure
- Experience of collaborating with officers and Elected Members at all levels.

Desirable:

- Prepare evidence in a public inspection for a Local Development Plan
- Lead and contribute to improvements / changes in work arrangements and processes in the planning policy field
- Collaborate with the Welsh Government, councils, agencies and other bodies
- Lead and contribute to responses to public consultations by relevant bodies on issues relevant to planning
- Work in other planning fields such as Development Control and Enforcement
- Work in Local Government
- Financial Management
- Collaborate with partners on a regional and national level
- Experience of contributing to the process of monitoring and managing performance

Skills and Information

Essential:

- Thorough knowledge and understanding of relevant Planning Acts, Environmental Acts, Regulations and relevant policies
- Thorough understanding of work processes in the Policy Planning field and specifically the process of preparing and implementing a Local Development Plan
- Able to interpret planning policies and guidance (local and national) clearly and firmly and provide policy guidance on development control and enforcement matters
- Strong communication skills – oral and written
- Relevant skills for preparing and presenting reports and the ability to collaborate effectively with people, agencies and outside bodies
- Understanding of urban and rural planning issues
- Understanding of Local Government working arrangements
- The ability to use computer packages.

Desirable:

- Understanding of the main objective of the AONB designation and the role of the AONB Management Plan.
- Understanding of mineral and waste planning matters.
- Knowledge of the area and the commitment to protect and improve the urban and rural environment.
- Understanding of other various computer packages.

Language requirements

Listening and Speaking - Advanced

Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general everyday topics in the field in order to present information and express opinion. Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

Reading and Comprehension - Advanced

Able to understand standard written Welsh and English; both formal and informal. Able to gather information from various sources such as letters, reports, articles through the medium of Welsh and English in order to fulfil the post.

Writing - Advanced

Present written information confidently by letter, more detailed and technical report formats and respond to written requests conveying information, ideas and opinion in Welsh and English. (Assistance is available to check the language).



Cymraeg

Application Process

To apply for the post, go to www.gwynedd.llyw.cymru/jobs

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Applications to be submitted by 10am on Friday, 19 June 2026, with interviews to be held shortly afterwards.

If you have any questions about the process, e-mail:
DesgAdnoddauDynol@gwynedd.llyw.cymru

