

Place, communities and enterprise

Team Leader Spatial Planning

Job Description and Person Specification

Jan 2026

Job Description

Job Title:	Team Leader Spatial Planning
Service Area:	Place, communities and enterprise
Function:	Planning and Building Control
Team:	Spatial Planning and Infrastructure
Post number:	TBC
Grade:	LBR 15
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Full time
Base location:	Lynton House, Ilford
Reports to: <i>Job title</i>	Head of Spatial Planning
Responsible for: <i>Job titles of direct reports</i>	Up to 6–8 staff including policy planners, infrastructure officers and urban design officers. Additional temporary staff and consultants during Local Plan work. Project-based supervision of external consultants.

Role purpose and role dimensions: <i>Overview of the job</i>	The Spatial Planning team is an essential part of enabling the delivery of ambitious good growth plans, including high levels of housing and employment, improved infrastructure, master planning for growth sites and character action plans. The Team Leader for Spatial Planning and Infrastructure supports the Head of Service in leading professional teams responsible for developing statutory policy, planning guidance, infrastructure planning, urban design and heritage-related work. • Deputise fully for the Head of Spatial Planning when required. ▪ Lead and coordinate assigned teams and priority workstreams. ▪ Support cross-council working to deliver regeneration and corporate priorities. ▪ Engage effectively with key internal and external partners including GLA and Government bodies. ▪ Support the development, delivery and review of the Local Plan and Supplementary Plans. ▪ Provide professional advice to Members, senior officers and external stakeholders. ▪ Uphold a culture of strong performance, positive leadership and customer focus
Key external contacts: <i>Organisations</i>	Local MPs, Greater London Authority, Ministry of Housing Communities and Local Government, Planning Inspectorate, Transport for London, Historic England, Natural England, local residents/businesses, and statutory consultees involved in plan-making, planning and urban design matters
Key internal contacts: <i>Job titles or groups of staff</i>	Cabinet Members including the Leader, Deputy Leader and portfolio holder for Planning and Economic Growth. Executive Directors and Directors and Operational Directors and officers from across all directorates. Officers within Development Management, Regeneration, Highways & Transport, Housing and Property. Participation in corporate groups.

Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	Assisting the Head of Service in managing: Staffing budget c£700k Local Plan budget c£3m Monitoring, collection and spend of s106 and CIL (approx. £6m annually)
Key areas for decision making:	Leading the development of draft policy and technical recommendations. Managing the operational delivery of planning policy and infrastructure workstreams. Providing senior professional advice to colleagues, Members and partners.
Other considerations: <i>E.g. working patterns</i>	To be prepared to attend evening and weekend meetings (e.g. committees & events within the borough) from time to time.

Key accountabilities and result areas:	Key elements:
Professional/ Technical-	This will involve: ▪ Supporting the ongoing review of planning policy in response to national and regional changes. ▪ Leading the preparation of key components of the Local Plan, Supplementary Planning Documents and evidence base studies. ▪ Supporting monitoring activities, including Annual Monitoring Reports and statutory returns. ▪ Ensuring teams remain up to date with legislation, guidance and good practice. ▪ Leading assigned thematic areas such as infrastructure planning, design policy, heritage, or neighbourhood planning. ▪ Representing the Council at sub-regional forums.
Strategic/corporate	This will involve: ▪ Representing the service on corporate groups and supporting the development of Council-wide strategies including school place planning, housing, transport and asset management. ▪ Supporting strategic work on sustainable development and climate change mitigation/adaptation. ▪ Working with Development Management to secure high-quality, sustainable development outcomes. ▪ Contributing to corporate funding bids and investment programmes.
To be responsible for the collection, analysis, dissemination and application of data relevant to the Planning Service.	This will involve: ▪ Managing research, data collection and evidence for plan-making and infrastructure planning. ▪ Overseeing databases, monitoring systems and ensuring accuracy and compliance.

To provide timely and relevant advice on planning policy and urban design matters.	This will involve: ▪ Providing high-quality advice on planning policy and urban design matters. ▪ Interpreting national/regional policies and assessing implications for the borough. ▪ Supporting Cabinet and senior officer briefings.
To ensure that there is full and effective engagement of public and stakeholders in the planning policy processes.	This will involve: • Supporting the design and delivery of consultation and engagement programmes. • Ensuring involvement is accessible, inclusive and tailored to different audiences.
To lead and manage a team of professional staff.	This will involve: ▪ Managing performance, development and appraisal of assigned staff. ▪ Aligning team workloads with corporate priorities and key milestones. ▪ Encouraging innovation and best practice in planning policy and urban design.
Regeneration input in wider Council Agendas	This will involve: ▪ Supporting wider regeneration, housing and economic development programmes. ▪ Contributing to estate regeneration, corporate development activity and delivery programmes.
General accountabilities and responsibilities	
Green Statement	This will involve: ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.

Data Protection/Confidentiality	This will involve: ▪ Complying with the General Data Protection Regulations 2018 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Council’s databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a CRB Disclosure check and references will be taken up prior to interview.
Equalities	This will involve: ▪ Complying with the Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team	This will involve: ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time, you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within the grading level and competence.

Person Specification

Job Title:	Team Leader Spatial Planning and Infrastructure		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/qualifications:	▪ Degree in relevant subject and eligibility to join RTPi	A	3
	▪ Management qualification would be desirable.	A	2

Minimum experience/ knowledge/ skills:	▪ Proven experience preparing and implementing planning policies and evidence.	A/I	3
	▪ Strong understanding of plan-making, infrastructure planning and spatial planning principles.	A/I/T	3
	▪ Experience working across professional teams to integrate corporate objectives.	A/I	3
	▪ Ability to provide high-level professional advice to senior managers and Members.	A/I	3
	▪ Ability to manage research, monitoring and data-driven work.	A	3
	▪ Experience commissioning and managing consultants and project teams.	A/I	3
Minimum competencies: Customer focus	▪ Demonstrating a high customer work ethic and focus.	A/I	3
Communicating and influencing	▪ Able to communicate effectively, both orally and in writing, and influence others.	A/I	3
	▪ Able to draft reports and evidence in support of policies	A	3
	▪ Able to present evidence to Inquiries or similar and to public meetings	A/I	3
Building relationships, working together and in partnership	▪ Ability to work successfully in a political environment and promote the interest of the borough with outside bodies	A/I	3
	▪ Ability to work with Government departments and agencies and the GLA, providing information, liaising and influencing	A/I	3

Respecting & implementing diversity	Ability to and commitment to implementation of equalities policies in the work place.	A/I	3
	Ability to reflect equality and diversity policies in the drafting and delivery of policy.	A/I	3
Planning, organising & achieving results	Able to initiate and progress work-plans for oneself and the team	A/I	3
	Ability to deal simultaneously with a range of tasks and activities and cope with a heavy workload.	A/I	3
	Ability to problem solve with the ability to recognise controversial and sensitive issues.	A/I	3
Embracing change	Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services.	A	3
<i>For those with managerial responsibility</i> Leadership	Ability to lead a large and diverse professional unit	A/I	3
Managing and developing people	Experience of and ability to manage staff, in terms of recruitment, appraising and developing to achieve exemplary performance.	A/I	3
Special conditions:	Able to work evenings and sometimes at weekend	A	3