

JOB DESCRIPTION

Job Title: Planner	
Department/Team: Facilities – Sports Development	Date Last Amended: October 2012

DEPARTMENT/TEAM DESCRIPTION

The aim of the Facilities Team is to work with partners to develop a network of sports facilities at local, regional and national levels that are accessible, affordable and of high quality, which facilitate increased participation and improved performance. This includes the development and protection of opportunities for sport and recreation in Scotland's outdoors.

JOB PURPOSE

Working across **sportscotland** and with a range of external partners, to develop the planning remit from a planning, policy, project and strategy perspective.

To provide an advisory planning service for colleagues and external partners to support improvements in the provision of quality community sports facilities.

To ensure that the interests of sport are supported through legislation, policy, strategy and the statutory land use planning system.

To proactively promote and support initiatives which increase participation and improve performance in sport and recreation.

RESOURCES MANAGEMENT

Management responsibility for: no line management responsibility

Reports to: Lead Manager (Planning)

Budgetary Signing Limit up to: Not approved to sign-off payments

KEY RESPONSIBILITIES

- To undertake **sportscotland**'s statutory planning functions in respect of planning applications Engaging in the planning application process in relation to sports facilities and development on playing fields and other outdoor sports facilities, in respect of **sportscotland**'s role as a statutory consultee in the planning system.
- To work with councils and other partners in the development plan process.
- Engaging with councils and formulating and coordinating **sportscotland**'s response to development plans and other non-statutory plans.
- Advising and working with the Scottish Government's planning division on the implementation of national planning guidelines on sport and recreation (Scottish Planning Policy document)
- To work with partners to develop national, regional and local strategies for the provision of sports facilities. Undertaking assessments for local authorities of the supply of and demand for sports facilities using **sportscotland**'s Facilities Planning Models and other information sources. Advising external partners on the use of planning models; agree budgets for data processing; analyse results and present results to partners. Providing advisory support to local authorities to develop playing field and sports facility strategies. Providing information and advice for local authorities to enable them to take informed decisions on sports facility investment decisions and bring forward applications for funding. Supporting sports governing bodies in the development of their facility strategies.
- To provide a professional planning service for **sportscotland** and external partners for the development of sports facilities, promoting improvements to the supply and quality of facilities. Providing guidance for

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sportscotland and external partners in relation to current and developing planning issues affecting provision of facilities for sport. Advising grant applicants and **sportscotland** Project Managers on planning permissions for specific facility projects.

- Formulating and coordinating **sportscotland's** response to a range of consultation documents, proposals, policies and strategies.
- To undertake planning assessments in respect of applications for capital projects under the **sportscotland** facilities investment programme. Undertaking assessments of grant applications in terms of need, type and scale of sports facilities and their location. Ensuring that projects have the necessary planning permissions.
- To develop demonstration projects, feasibility studies and technical guidance. Managing projects to develop **sportscotland's** policies on and strategy approach to sports facilities and to inform investment by **sportscotland** and others in improving the quality of sports facilities. These can include feasibility studies for new sports facilities; facility planning digests which provide advice on planning improved facility provision; and projects which demonstrate the value of best practice and innovation in the design, planning and management of sports facilities. Developing project briefs, tendering and appointing consultants, managing projects, controlling budgets and overseeing production of final product.
- Development of **sportscotland's** corporate approach to the planning of sports pitch and facility provision.

MAIN JOB REQUIREMENTS

Education:

- Educated to degree standard in Planning or a related social science discipline
- Current membership of Royal Town Planning Institute

Specific Experience:

Required

- Post-qualification experience in planning or recreation planning within local government, national agency, central government or consultancy.
- Experience in development management.
- Experience of developing planning policy.
- Some experience of managing projects, budgets and/or funds in the public or private sectors.

Desired

- Some exposure to or work experience with using computer programmes/planning models for sports facilities, with experience of analysing and explaining these areas to a non-technical audience, as well as providing a wider technical advisory service to internal and external clients.
- Some experience of providing a wider technical advisory service to internal and external clients
- Experience of partnership working
- Policy and strategy development experience

JOB CLASSIFICATION FACTORS

1. Knowledge and Specialist Skills

- Post-qualification experience in planning or recreation planning within local government, national agency, central government or consultancy.
- Understanding of legislative and policy context relating to planning for sport, open space, community planning and associated issues.
- Sound numerical/data analysis skills.
- Sound problem solving and planning skills, such as basic budgetary management and control.
- Developing change management skills.
- Ability to effectively communicate with and directly influence and negotiate with a broad spectrum of key partners and stakeholders, both internally and externally, in order to arrive at agreements between conflicting parties.

2. Resource Management

- Responsible for managing own allocated workload and contacts around deadlines and priorities in order to make best use of time.
- Under the relevant legislative requirements, jobholder has a statutory duty to advise local planning authorities and Scottish Government on development proposals affecting playing fields and other sports facilities, and the acceptability of replacement facilities. Jobholder has a statutory duty to be consulted about the potential change of use/removal of outdoor sports facilities and assessing and negotiating proposals for replacement provision.

3. Complexity - (a) Problem Solving

- Problems come from managing own workload where a number of projects/applications need to be managed concurrently, such as building on playing fields, local authority school buildings etc, all within fixed response deadlines.
- Must analyse and check plans from applicants against planning principles and rules (**sportscotland** rather than LA) – does the application meet/link with **sportscotland** strategy?
- Most problems are known but solutions are usually individual and may be occasionally hard to broker win-win solutions.
- Jobholder must manage and balance conflicting viewpoints, looking to align stance with **sportscotland's** objectives.
- Assimilation of new policy areas and realisation of implications for sport. Appropriate responses to those implications.

Complexity - (b) Creativity/Innovation

- Most processes followed/responded to are the same across Scotland and are set by others but jobholders must adapt to differing local conditions, identifying potential solutions to resolve problems.
- Must keep up to date with changing standards and statutory regulations, ensuring that a common understanding is shared within the Team.
- Must decide how to communicate effectively with applicants/partners/stakeholders to gain confidence – this involves setting new standards and networking with new contacts.
- New advisory materials will be needed for users/partners.
- Responsible for developing **sportscotland's** policy position on a range of different issues often requiring some innovative thinking to clarify our approach and position.

4. Delivering Results – (a) Strategic Responsibility

- Works with LAs and SGBs to help them plan facilities that will in turn deliver against participation and performance objectives, looking at key issues such as demand, capacity, accessibility, viability and sustainability.
- Internally, will make recommendations to the Lead Manager - planning around changes to policy/funding applications and how this may impact the Corporate Plan.
- Planning horizon is typically 3 to 5 years.

Delivering Results - (b) Decision Making

- Job holder works within agreed parameters that give a strategic framework to facilities planning, from a legislative/statutory viewpoint – must make decisions around planning compliance with the SPP document, development plans and other local strategies which have significant implications for the protection and replacement of sports facilities, both in terms of finance and the delivery of sport.
- Tricky, unsolvable or not-in-policy issues are addressed by the officer or otherwise referred to the appropriate Lead Manager
- Work is reviewed monthly, and where applications/workload may deviate from agreed parameters.

5. Networks and Relationships

- Internally deals mainly with Project Managers, Heads of Department, Lead/Partnership Managers and the Strategic Planning team.
- Will advise and inform internally, responding to information requests and requesting information themselves.
- Externally, manages interface with key facility partners in SGBs and planning contacts in LAs but also manages more complicated cross-departmental relationships with LAs, including schools PPP projects.
- Mainly providing advice and support – but will often need to negotiate and overcome objections and manage conflicting priorities where required so that outcomes in line with **sportscotland** objectives are secured.