Job Profile Place Planning Manager

Grade: RB1 Date created: November 2026

About the Job

This role leads school place planning across Gloucestershire, ensuring sufficient and appropriately located school places for young people aged 4–18. Working collaboratively with schools, academy trusts, dioceses, planning authorities and other partners, the postholder will translate demographic, housing and school capacity evidence into deliverable commissioning and school organisation proposals. The role will address growth and falling pupil numbers, promote effective use of existing accommodation and lead education infrastructure negotiations with planners, developers and their agents.

This is what we need you to do...

- Lead the development, implementation and review of the Council's School Places Strategy, translating assessed need into short, medium and long-term priorities.
- Lead analysis of demographic data, housing development, pupil movements and parental preferences to produce robust forecasts of primary and secondary school place requirements, explain changes in demand and inform strategic decisions.
- Assess school capacity against forecast demand and develop options for increasing, reducing or repurposing provision. Work with schools and academy trusts to respond to growth and falling pupil numbers.
- Lead planning discussions with schools, academy trusts, diocesan bodies, elected members and other stakeholders, presenting evidence, testing options and building agreement on responses to local school place pressures and competing priorities.
- Lead education input into planning, assessing housing growth impacts and negotiating section 106/CIL contributions, school sites and infrastructure with planning authorities, developers and council colleagues.
- Lead the school place planning contribution to commissioning new schools and securing providers through the applicable competition and approval processes, including preparing specifications, assessing proposals and working with relevant partners towards opening.
- Lead the development and progression of school organisation proposals, including changes to school status and capacity, amalgamations, new schools and closures, coordinating options appraisal, consultation, decision reports and the relevant statutory processes.
- Monitor and evaluate delivery of the School Places Strategy, identifying changes in demand, delivery risks and resource implications, and recommending timely action to secure sufficient, high-quality school places in areas of demand and value for money.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of translating demographic, school capacity and housing development evidence into strategic plans and deliverable school place planning proposals.
- Experience of managing a relevant service , team or strategic programme.
- Experience of leading partnership working with planning authorities and other agencies, negotiating infrastructure requirements and resolving competing priorities.
- Experience of working effectively with schools, academy trusts or other providers to develop and implement proposals for provision and organisational change.
- Experience of developing, implementing and reviewing policies and strategies, using evidence and consultation to inform recommendations and evaluate impact.
- Sound knowledge of legislation and national policy relevant to school place planning, school organisation, securing education infrastructure through the planning system.

Knowledge, Skills and Understanding

- Strong analytical skills, able to interpret complex demographic, housing and capacity information, test assumptions and develop short, medium and long-term options.
- Ability to build and sustain positive working relationships at all levels with schools, trusts, elected members, planning authorities, developers and other partners.
- Strong leadership and management skills, including the ability to coordinate multidisciplinary contributions and maintain focus on agreed priorities and outcomes.
- Strong negotiating and influencing skills, to substantiate education infrastructure requirements, lead negotiations with planners, developers and their agents to secure provision.
- Ability to navigate political sensitivities and provide clear, evidence-based advice to elected members, Directors and other decision-makers.
- Able to make sound analysis and judgements in areas of uncertainty where financial and activity information is unclear, unavailable or disputed.
- Ability and experience of presenting and communicating complex statistical and analytical information to a wide range of audiences.
- Ability to communicate in stressful circumstances e.g. in challenging meetings with staff and other stakeholders, where the material may be highly complex, sensitive and/or contentious.
- Well developed multi agency and interpersonal negotiation, influencing skills
- Project management skills and the ability to work to challenging deadlines.
- Ability to understand complex, national policy
- Well developed report writing skills and a high standard of written English
- Ability to appraise options, balance conflicting priorities and perspectives, assess benefits and risks, and recommend proportionate and deliverable courses of action.

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.

Education & Qualifications

Essential

- Degree or equivalent qualification in relevant subject which should include statistics and analytics, or equivalent experience.

Special Conditions

- You need to hold a current, full driving licence which is valid for driving in the UK.
- Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted.

There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:
http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579