



Job Profile template

Employee

JOB TITLE: Heathrow Expansion Project Manager

GRADE: POF

POST NO: 31009

JOB TIER:

DBS CHECK: N/A

DIRECTORATE: Planning and Sustainable Growth

SERVICE: Environmental Planning Specialists

REPORTING STRUCTURE
Residents Services
Planning and Sustainable Growth
Strategic Planning and Regeneration
Planning Specialist Team

Reports to: Head of Environmental Planning Specialists

Direct Reports: 0

Indirect Reports: 0

ROLE PURPOSE:

To coordinate the Local Planning Authority's (LPA) response to the Heathrow Expansion DCO. This includes ensuring that every specialist area, such as environmental assessment, planning policy, legal and public health, provides timely, accurate and robust evidence. The role will put in place a clear structure for technical coordination, ensuring that specialists

understand the programme, the deadlines, the scope of what is required, and the standards expected for Examination-ready submissions.

The postholder will manage the full lifecycle of technical inputs: commissioning work where required, quality-checking outputs, identifying conflicts or gaps, resolving inconsistencies, and ensuring the final coordinated LPA position is internally aligned and defensible. They will track all tasks, actions and dependencies associated with technical contributions and make sure none are missed, delayed or duplicated.

They will also act as the central point of integration between the technical teams, the leadership team, external partners and the wider programme, ensuring that issues are escalated early, risks are communicated clearly, and decision-making is supported with the right evidence. This ensures that the LPA can present a coherent, credible and comprehensive case at every stage of the DCO process—up to and including submission. DCO process.

Job Description

1. Resident & Community Contribution

- Promote and uphold the Council's Customer Care Standards through all engagement on the Heathrow DCO.
- Establish clear, accessible communication channels for residents, elected Members and community groups.
- Lead consultation and engagement activities linked to the DCO programme, ensuring information is accurate, timely and understandable.
- Manage expectations on what the Council can influence within the DCO process.
- Ensure residents' concerns are captured, understood, and reflected in the Council's formal submissions where appropriate.

2. People Management

- Maintain regular engagement with Heathrow Airport Ltd, its contractors, and other technical partners across all relevant workstreams.
- Promote a culture of strong oversight, ensuring HAL's plans and activities are scrutinised thoroughly.
- Build effective relationships with internal multidisciplinary specialists (environment, transport, planning, legal, noise, air quality etc.).
- Develop and manage cooperative working relationships with external agencies including the Planning Inspectorate (PINS), statutory consultees, and community representatives.
- Collaborate and coordinate inputs from across other Council services such as public health, education, green spaces etc...

3. Operational Service Delivery

- Coordinate the preparation, review and submission of the Council's responses through to the formal submission of a DCO
- Review all technical inputs to ensure they are accurate, complete and aligned with the scope of the LPA's DCO work.
- Ensure consistency across all technical disciplines so that assumptions, datasets and methodologies do not conflict.
- Check all inputs for alignment with local, regional and national planning policy to maintain a coherent policy-led position.
- Identify and resolve gaps, overlaps or contradictions in technical evidence, ensuring the LPA's case remains robust and defensible.
- Keep action logs and issue trackers updated, holding HAL to account on commitments and mitigation measures.
- Ensure internal specialists are fully briefed and have adequate lead-in time for their inputs.
- Manage the statutory consultation stages and coordinate internal sign-off processes.
- Produce briefing notes for senior management and members.
- Maintain accurate records of meetings, representations, evidence and outcomes.

4. Service Planning & Development

- Understand and actively contribute to Directorate Plans.
- Support the development of policy positions, technical documents and responses linked to Heathrow expansion.
- Contribute to the ongoing training and knowledge-sharing across the Council on the Heathrow DCO.
- Encourage challenge and continuous improvement in how the Council engages with major infrastructure projects.

5. Financial & Resource Management

- Ensure expenditure related to the Heathrow DCO is accurately recorded.
- Seek reimbursement from HAL or related funding mechanisms where applicable.
- Identify opportunities to improve cost-effectiveness within the project.
- Procure necessary work in accordance with Council requirements

6. Service Improvement

- Suggest improvements to processes, systems and reporting mechanisms.
- Promote best practice, good governance and quality assurance across the Council's DCO work.

7. Contacts

- Internal:
All staff and managers with interests in the Heathrow expansion, including specialists in planning, environmental protection, transport, legal, property, community engagement and communications.

- External:
Residents, community groups, resident associations, elected Members, Heathrow Airport Ltd, contractors, PINS, statutory consultees, NGOs, and local and regional partners.

8. Additional Responsibilities

- Complete other relevant tasks to fulfil the role purpose.
- Participate in appraisals, supervision and objective setting.
- Undertake training and development necessary for the role.
- Attend evening meetings where required.

9. Key Performance Indicators

- Quality and effectiveness of the Council's DCO submissions and evidence.
- Satisfaction levels among residents, community groups and stakeholders.
- Ability to secure appropriate mitigation and influence outcomes through the DCO process.
- Effective financial management and recovery of eligible costs.
- Quality and timeliness of internal coordination.

Person Specification

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
MA in Planning or related discipline	✓	
Professional project management qualification (e.g., APMP, PRINCE2, APM Practitioner).		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Full UK driving licence (or equivalent).	✓	
Strong time and workload management.	✓	
Able to attend occasional evening meetings.	✓	
Must have right to work in the UK	✓	
Must be able to manage sensitive, confidential and legally significant information	✓	
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓

Minimum five years' experience managing planning application portfolios or major infrastructure programmes.	✓	
Experience in multiple multi-disciplinary technical planning projects requiring Environmental Impact Assessment	✓	
Experience in Development Consent Order major infrastructure proposals	✓	
Track record of engaging and managing complex stakeholder relationships.	✓	
Experience in project and contract management.	✓	
Experience working with environmental legislation related to large developments.	✓	
Demonstrated collaborative working across teams.	✓	
Experience of working in or for a Local Planning Authority		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Ability to understand and navigate political sensitivities.	✓	
Excellent verbal, written and presentation skills.	✓	
Strong influencing and relationship-building skills.	✓	
Highly numerate, IT literate, proficient with Microsoft Office and project management tools.	✓	
Strong risk awareness and the ability to identify and communicate risks effectively.	✓	
Knowledge of Heathrow Airport operations, mitigation frameworks or aviation impacts.		✓

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.