



Tomorrows Planners JOB DESCRIPTION

1.	Service:	Planning
	Location:	Provider Name
	Job Title:	Trainee Planner
	Reports to:	Unit Manager/Deputy

2. Context and Purpose of the Job

To positively contribute to planning services in accordance with the aims, objectives and priorities of the Council to an agreed quality, performance standards and in a cost effective manner.

3. Accountabilities: -

3.1. Principal Duties

This post is generic within the Planning Service. Trainee Planners will be expected too assist in the more general areas of work. The responsibilities of each post will be those listed below which are relevant to the particular unit in which the post holder is working.

A. Development Control

1. Determine planning applications within specified targets
2. Provide advice on planning applications
3. Negotiate improvements to development proposals, added value and Section 106 planning obligations
4. Undertake related planning matters
5. Present development proposals to members, committees or external stakeholders as appropriate.
6. Process mapping of planning application processes and decisions within a best value framework.

B. Enforcement

1. Investigate complaints regarding alleged breaches of planning control.
2. Consider the planning merits of complaints and take appropriate action.
3. Prepare and give evidence on enforcement appeals and prosecutions.
4. Undertake related planning/enforcement matters within agreed targets.

C. Environment

1. Determine Tree Preservation Order (TPO) applications.
2. Provide advice on matters relating to trees, landscaping and the natural environment.
3. Undertake site surveys and make TPOs.
4. Prepare and give evidence on TPO appeals and prosecutions.
5. Undertake planning and other matters related to trees, landscaping and/or the natural environment.

6. Provide advice, recommendations and prepare reports on Environmental Impact Assessment Regulations (EIA) and assess in respect of development proposals.

D. Strategic Policy & Local Development Documents (LDD)

1. Draft planning policies, strategies, supplementary planning guidance and briefs.
2. Provide advice on planning policy: national, regional, strategic and local.
3. Undertake and develop surveys, maintain and develop monitoring systems.
4. Develop and take part in consultation with stakeholders on Council's policies, strategies and proposals relating to planning and development plan documents (DPD's).
5. Contribute to the preparation of Local Development Frameworks and Documents (LDD's) and Action Area Plans.
6. Undertake related planning policy matters.

E. Urban Design and Heritage

1. Provide advice on matters relating to urban design, masterplanning and heritage/conservation.
2. Prepare and give evidence on design and heritage/conservation matters in appeals and prosecutions.
3. Prepare urban design guidance, conservation guidance, conservation area character appraisal statements, project briefs, development frameworks and other advisory documents.
4. Undertake planning and other matters related to urban design and heritage.

F. Common to all Posts

1. Prepare letters, committee and other reports to a high corporate standard.
2. Negotiate with applicants/agents and other stakeholders.
3. Prepare and give evidence on appeals.
4. Perform work within the scope of the post at the appropriate grade, not specifically referred to above, in order to provide efficiency in delivering an effective planning service.
5. Operate and accord with legislative, corporate procedures and Council's standing orders at all times.
6. Contribute to service development and performance improvements within a best value framework.

4. Promotion Of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment To Equality

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Competencies and Special aptitudes (relevant to all posts)	E	The ability to read plans and maps to a good standard and interpret information spatially	I/T
	E	Ability to successfully work under pressure and meet deadlines, performance targets and produce regular consistent output of work	I
	E	Good verbal, written communication and presentation skills and ability to prepare clear and concise reports, briefings and correspondence	A/I/T
	E	Good numerical skills	A/I/T
	E	Good IT skills including successful experience in the application of planning related and geographical information systems (GIS), Microsoft Windows, Word, spreadsheets and databases	A
Additional competences and special attributes (Relevant to all posts)	E	Ability to work on own initiative and prioritising between conflicting demands	A/I/T
	E	Ability to make quality planning decisions	A/I/T
	E	Successful experience and demonstration of investigating, analysing, recommending and presenting solutions to planning problems	A/I/T
	E	Proven ability to successfully manage own caseload and planning related projects	A/I/T
Competencies and experience	E	Some understanding of at least one of the following areas of planning work and a broad appreciation of the other specialist areas: - <ul style="list-style-type: none"> • Policy, development plans, local development documents and spatial planning; • Urban Design, architecture, heritage and conservation, masterplanning; • Projects, strategic development, and regeneration, development frameworks, corporate initiatives; • Transport planning and policy; • Development Control • Enforcement or Appeals • Environmental Management/Trees 	A/I/T
Knowledge relevant to job	D	Good knowledge of planning legislation, procedures and issues relevant to the post	I/T
	D	Broad knowledge and understanding of metropolitan/regional and local government planning issues, policy trends and development/legal processes	A/I/T

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Education	E	Degree in planning or discipline related to post and/ or experience in a related field	A
	D	Eligibility for Member of relevant professional body	A
Special job requirements	D	Personal transport	A
	E	Driving licence	A
Commitment to council's Aims and Values	E	Understanding of and commitment to the organizations Equal Opportunities policy statement	A/I
	Key: E = Essential D = Desirable		Key: A = Application Form I = Interview T = Test

The information on this form will be the basis on which the applicants will be assessed for shortlisting purposes.