

Post title	Trainee Planner
Division / Section	Planning and Transport / Planning and Building Standards and City Wide)
Department	Place
Responsible To	Team Manager
Number of post holders	2
Acting up/ Secondment	No

Purpose of Job

To provide, under supervision, professional planning services that enable the Council to fulfil statutory duties and deliver related services.

The post will operate in at least three of the following operational services within the Planning Service:

- Development Planning
- Development Management
- Policy and Projects
- Service Delivery

MAJOR TASKS/JOB ACTIVITIES

Assist with obtaining, analysing and interpreting information and evidence to inform the preparation, monitoring and review of the development plan and planning or conservation policies.

Assist in the drafting and preparation of development plan documents, planning or conservation policies and development briefs.

Assist with maintaining and reviewing statutory designations and preparing management plans.

Assess and make recommendations on planning and related applications.

Manage legal agreements, monitor condition compliance, investigate possible breaches of planning control and take enforcement action.

Provide general advice on the planning process, including pre-application advice.

Undertake consultations with other Council services, key agencies, neighbouring Councils, community councils, amenity bodies and other external organisations.

Assist with public engagement and attendance at meetings with local community groups.

Assist with preparing reports for Council Committees.

Prepare draft submissions for development plan examinations and planning appeals.

Supervision and Management of People (Numbers and type of staff)

None

Creativity and Innovation

Assist with devising innovative ways of gathering, analysing and presenting planning information.

Assist with preparing policies, guidance, frameworks and briefs that create attractive and successful places.

Assist in finding solutions to simple planning problems that comply with legislation and policy guidance.

Interpret the planning legislation, policies and guidance that apply to a proposal and use judgement to balance these with material considerations to arrive at a recommendation.

Contacts and Relationships

Regular contact with other Council services, key agencies, neighbouring Councils, community councils, amenity bodies, developers, landowners, agents and other external organisations. Contact will be at officer level.

The purpose is to progress the preparation of the development plan, planning policies and briefs and to determine planning applications. The outcome is to reach an agreed solution that can be reported to Committee for approval.

Decisions (Discretion)

Identify planning issues involved in simple proposals, assess impact on amenity, environment, infrastructure and conformity with Council policy. Make recommendations to the Team Manager.

Assist with identifying simple planning issues requiring policy statements and make recommendations to the Team Manager.

Decide what liaison is required with other agencies/stakeholders and advise Team Manager.

Identify enforcement issues and make recommendations to the Team Manager on whether formal enforcement action should be initiated.

Responsible for progressing own caseload in consultation with Team Manager and making decisions to ensure performance targets are achieved.

Decisions (Consequences)

The decisions taken by the post will inform the Team Manager's recommendations to Committee on the development plan, planning policy, straightforward planning applications and enforcement cases. Decisions will also lead to the granting or refusal of planning permission under delegated powers and delegated enforcement action.

Resources

Responsible on a daily basis for Council property in the office and during site visits/meetings including ICT equipment, cameras, data and recording systems and vehicles.

Environment – Work Demands

Expected to work under supervision and project manage a large number of applications or policy development issues concurrently which requires them to resolve conflicting priorities, programme their own workload and be flexible and adaptable to interruptions to that programme or the need for a fast response to ensure performance targets or political/management priorities are met.

Environment – Physical

Predominantly within the range of normal office-based activities but also required for approximately 20% of the week to undertake site visits and meetings which will require them to drive a council vehicle and/or access development sites on foot.

Environment – Working conditions

Predominantly within the range or normal office-based activities but the post may be exposed to some adverse working conditions when on site for approximately 20% of the week.

Environment – Work Context

The post has to be emotionally resilient in order to deal with challenging and confrontational behaviour from members of the public and others during community engagement events, site visits and in daily communications and/or meetings.

Knowledge and Skills

The post requires the successful completion of at least two years of an RTPI accredited degree or diploma in Town Planning.

Working knowledge of the specialist discipline of Planning.

Ability to communicate technical information both in writing and orally.

Ability to relate well to other team members and foster strong working relationships.

Ability to be flexible, to work to strict deadlines and cope when priorities change.

Good interpersonal skills and able to relate well to customers and the general public.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures. If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation).