

**JOB PROFILE**

<b>Post No.</b>	20/100
<b>Post Title:</b>	Planner
<b>Unit/Team:</b>	Development Management
<b>Salary Range:</b>	£25,000 - £31,500
<b>Reports to:</b>	Planning Director
<b>Issue Date:</b>	April 2022

**PURPOSE OF THE JOB**

- Prepare and manage minor planning applications for a range of clients.
- Monitor the progress of minor and major planning applications throughout the business.
- Prepare monthly update of regulatory and policy changes in business area.
- Provide good quality and up to date advice on planning policy issues.
- Liaise and co-operate effectively with other staff on corporate issues.
- To carry out other planning work given by the Planning Director and to meet deadlines set by them.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 Assisting in maintaining databases and monitoring systems to monitor planning applications, enforcement actions and appeals that are current.
- 1.2 Carry out research and analysis of planning related documents and reports and provide relevant information to customers.
- 1.3 Prepare reports etc. in an effective and efficient manner.
- 1.4 Liaise effectively with other staff, external consultants and other professionals and organisations as necessary in the promotion of development proposals.

- 1.5 Keep up-to-date in terms of national and local strategic planning policy and guidance.
- 1.6 Provide policy advice and information to site promoters and developers and other clients in an efficient and effective manner.
- 1.7 Keep records of own work activities in a systematic manner in order to set targets and monitor achievements.
- 1.8 Carry out site visits and attend meetings associated with development proposals, planning policy and future development issues.
- 1.9 To provide comprehensive planning advice to clients, the Planning Director, and external partner consultants.
- 1.10 Create maps to support development applications and other maps required for development strategy purposes.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 1.12 Liaise with internal and external consultants for improvements to the business website, including for the purposes of consultation.
- 1.13 Prepare and organise publicity, public participation, exhibition and display projects, including the maintenance of appropriate consultation databases.
- 1.14 Prepare evidence for and appear at Public Inquiries in relation to development management issues.
- 1.15 Ensure that the company's statutory and legal obligations and normal practices are complied with in relation to all development planning.
- 1.16 To liaise with appointed consultants, working on initiatives to ensure that satisfactory outcomes are achieved.
- 1.17 To carry out presentations to clients, Local Planning Authority officers, councillors, members of the public and interest groups, in a confident and effective manner.
- 1.18 Be aware of Health and Safety legislation and so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, and the company's Safety Policy.
- 1.19 Any other reasonable duties as requested by the Planning Director, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

None.

#### **4. FINANCIAL RESPONSIBILITIES**

The raising of purchase orders, when required,

#### **5. RESPONSIBILITY FOR ASSETS AND DATA**

Handling data as required by the Data Protection Act 1998.

#### **6. EXTENT OF PUBLIC CONTACT**

Dealing with enquiries from customers to provide an initial point of contact for new clients, daily contact in office, by phone, e-mail, or letter with other company employees, Council officers, developers, architects and members of the public in relation to planning issues.

#### **7. WORKING CONDITIONS AND ENVIRONMENT**

Office based but ability to travel readily and efficiently to all parts of the country in order to visit sites, meet with clients, meet with local authorities and check upon progress.

N.B. During the Public Health Emergency, significant allowance is provided for home working and such meetings are, where possible, carried out remotely.

#### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Company's rules and follow all reasonable management requirements. These are contained within: the Employment Contract, Employee Handbook, specific relevant policies and the Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Company. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## PERSON SPECIFICATION

### Post: Planner



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Possess knowledge of town planning procedures.	E	A, I
Degree level qualification in planning or a related subject	E	A, D
A minimum of GCSE A – C grades (or their equivalent) in English Language and Mathematics and eligibility and willingness to undertake degree/diploma course in Town Planning or equivalent course	E	A, D
Be able to demonstrate a good standard of literacy and report writing skills.	E	A, I
Be computer literate with the ability to produce information and statistics by use of databases and spreadsheets	E	A, I
Possess a valid and appropriate driving licence and be able to attend meetings and site visits throughout the Country in an efficient manner.	E	A, D
Member or eligible for membership of Royal Town Planning Institute.	E	A, D
Previous experience of planning application preparation and/or planning research or policy work.	E	A, I, R
Demonstrate competence with relevant software systems, including Google Workbook, GIS, Microsoft Office (Word, Outlook, Excel, Teams) and Zoom.	De	A, I

Application	A
Interview	I
References	R
Documentary – eg certificates	D