

Job Title: Planning Apprentice (Chartered Town Planner Level 7 Apprenticeship)

Grade: 7-9 SCP 14 to SCP 26 (£22,462 - £29,636) 3-year fixed term contract

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

As a Planning Apprentice you would contribute to providing a high quality customer-focused planning and development management service for the district. You would develop professional expertise to advise on local conservation, policy, enforcement and planning issues in line with statutory frameworks and the Council's environmental and sustainability objectives. The Apprenticeship would involve day-release study at Sheffield Hallam University on the Chartered Town Planner Apprenticeship (Level 7 (MSc Urban Planning) course. Successful Apprentices would gain a Royal Town Planning Institute (RTPI) fully accredited qualification.

This role is based within [Economy and Infrastructure](#)

Find out more about [working for Kirklees](#).

The Job

Planning is integral to the Council's vision of combining a strong sustainable economy with a great quality of life. Our Local Plan sets out how much new development there should be in the district, where it will go and what policies will be necessary to achieve this between now and 2031. Within this framework we deal with a large number of applications, working proactively with applicants and agents to deliver the right development in the right place.

The Chartered Planner Level 7 Apprenticeship will help deliver the vision and strategic objectives in our Local Plan and to guide decisions on planning applications in accordance with adopted planning policies.

The Training Provider for this apprenticeship is Sheffield Hallam University (SHU) who will be responsible for supporting you with your learning and carrying out assessments. The course has core modules to complete. Your work experience will be linked to the modules in your course. You will receive additional support from a nominated mentor and work-based learning coach from SHU, throughout the duration of the Apprenticeship.

The post holder would be employed as part of the Planning and Development Service which are based in Civic Centre 1, Market Street, Huddersfield, HD1 for 37 hours per week.

The Apprenticeship offers the post holder the opportunity to apply for progression through the pay grades in accordance with the Progression Criteria for Development Management and Planning Policy. In order to progress the post holder would be required to submit a portfolio demonstrating the qualifications, skills and experience set out in Progression Criteria. This would be assessed by a panel including an independent manager.

Job Checklist

Principal Accountabilities of the Apprenticeship:

- To learn and be responsible for planning related activities and enquiries, including the consideration and preparation of reports on planning applications and enforcement reports and the development and implementation of planning/conservation policies and plans.
- To learn to manage a caseload which may include complex applications, undertaken with support and guidance and within agreed timescales. This work will include consultations, site inspections, negotiating and making recommendations.
- Learn to provide advice to the public, external stakeholders and colleagues regarding planning issues.
- Liaise effectively with staff at all levels across the organisation and external stakeholders and develop professional relationships with internal and external customers and communicate effectively through written correspondence, telephone or in person.
- Learn how to process and deal with a range of technical paperwork/plans.
- Learn how to, and assist in, the preparation of documents for internal and external meetings and, where appropriate to attend such meetings.
- Complete all paperwork and other associated administrative tasks to deadline and in accordance with any associated legislation.
- To work collaboratively with colleagues across the service to promote continuous service improvement and ensure that customers receive a consistently high quality of service that is reflected in customer feedback.
- Learn to investigate, collect evidence and prepare reports for enforcement action and advise on complaints of information concerning possible unauthorised works which are subject to control under Planning and associated legislation across the Borough.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

With an undergraduate degree in Town Planning, or related subject, you will have a positive approach, open to new ways of working and driven to provide excellent customer service.

You will enjoy working with people and working as part of a team. With a friendly, supportive and respectful manner you'll enjoy the opportunity to engage with a wide range of customers both inside and outside of the council. Your excellent communication skills will underpin and support this.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at Levels 1 and 2. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

There is a clear expectation that apprentices will remain with Kirklees for a minimum of one year post qualifying. If an apprentice leaves having started the scheme, or within a year post qualifying, we may seek proportional payback.

Person Checklist

- Prior learning at degree level (Level 6, minimum 2:2 degree) in Town Planning or related subject.
- Five GCSEs (or equivalent) at Grade C, 4 or above, including English language and maths.
- 112 UCAS points from at least two A Levels or equivalent BTEC National qualifications (AS Levels and general studies accepted)
- Ability to undertake research and analysis of information.
- Strong IT skills to support working with, and collecting data from, packages such as Word, Excel and Access as well as specific IT packages.
- Written communication skills to be able to produce clear reports and documentation.
- Numeracy skills to be able to perform accurate financial and arithmetical calculations.
- Verbal communication skills to be able to explain, negotiate and mediate.
- Demonstrates excellent customer service with interpersonal skills to build positive relationships at all times.
- Demonstrates commitment to personal career development, being proactive in seeking and undertaking further training opportunities.
- Is an excellent team player and works hard to contribute to team goals.
- Ability to manage work and time independently to meet required goals.

Please note you are only eligible to apply for this role if you meet the Apprenticeship Funding Criteria as below

- You have been a resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required).
- You are not in full time compulsory education.
- You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.

Successful candidates need to meet the criteria

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: *In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.*