

# Planning Apprentice (Chartered Town Planner Level 7 Apprenticeship)

## Appointment at Grade 7

### Apprenticeship with Planning

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.

To be read in conjunction with the Assistant Planner/Planner – Grade 6-10 Job Profile.

### Job Purpose

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 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.

### Key areas of Responsibility

- 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.

## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Prior learning at degree Level (Level 6, minimum 2:1 degree) in town Planning or related subject.	Essential
Five GCSEs (or equivalent) at Grade C, 4 or above, including English language and maths.	Essential
112 UCAS points from at least two A Levels or equivalent BTEC National qualifications (AS Levels and general studies accepted)	Essential
Ability to undertake research and analysis of information.	Essential
Strong IT skills to support working with, and collecting data from, packages such as Word, Excel, and Access as well as specific IT packages.	Essential
Written communication skills to be able to produce clear reports and documentation.	Essential
Numeracy skills to be able to perform accurate financial and arithmetical calculations.	Essential
Verbal communication skills to be able to explain, negotiate and mediate.	Essential
Demonstrates excellent customer service with interpersonal skills to build positive relationships at all times.	Essential
Demonstrates commitment to personal career development, being proactive in seeking and undertaking further training opportunities.	Essential
Is an excellent team player and works hard to contribute to team goals.	Essential
Ability to manage work and time independently to meet required goals.	Essential
Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications, or references)	Essential
Experience of Microsoft Office applications, including Word and Excel	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

<b>Eligibility to apply</b>	<p><b>Please note you are only eligible to apply for this role if:</b></p> <ul style="list-style-type: none"> <li>• You have been resident in the UK for at least 3 years (there are some exceptions to this, so applicants will need to be considered on a case-by-case basis as required).</li> <li>• You are not in full time compulsory education.</li> <li>• You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.</li> </ul>
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## For Office Use Only:

Job Category	Planning Services	Grading ID	26881 26882 26883
Job ID	80100864	Last Updated	January 2021
Job Focus	Yes	Career Progression	Yes

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		