

Assistant Planner/Planner - Grade 6 to 10

We recently adopted our Local Plan and have big ambitions for growth and development. We are seeking a Planner with experience of dealing with a range of complex minor applications to join our busy planning teams. The work is varied, interesting and if you want to develop, we have good opportunities to further your skills and experience across all types of planning applications and enquiries.

This role is part of the Council's Development Management team. We provide professional advice, guidance, interpretation and evaluation of pre-planning enquiries, planning applications, appeals and consents for listed buildings and advertisements. This role will work as part of a team and provide an efficient, friendly and effective service to meet statutory and service requirements.

This role is based within [Economy and Infrastructure](#). Find out more about [working for Kirklees](#).

The Job

As Assistant Planner/Planner you will be responsible for the processing of planning, advertisement consent, listed building applications and other planning matters; undertaking site inspections and consultations within agreed targets, timescales and priorities.

You will respond to enquiries from applicants, agents and developers; advising on planning and related permissions and the procedures to be followed. You will discuss, consult and negotiate on proposals; prepare reports and formulate recommendations on planning applications.

You will either assist with, or prepare the Council's written statements for planning and enforcement appeals or to initiate enforcement action against breaches of planning control. You will attend public inquiries, informal hearings and/or court proceedings to give evidence on behalf of the Council.

You will get support and guidance in your role from your line manager. As your skills, experience and technical expertise develops you will progress through the grades and taken on more complex and contentious cases.

Job Checklist

- Deals with applications and enquiries confidentially and in a sensitive manner
- Information and records are kept up to date
- Enquiries are responded to and resolved
- Takes a proactive approach to ensure work is planned to meet targets, standards and deadlines
- Maintains electronic case files, providing timely, accessible and accurate information when required
- Effective use of IT systems to deal with and record applications
- Works with other members of the team to ensure tasks and activities are completed
- Adopts an approach which takes into account legislation, policy and relevant procedures and protocols
- Applies technical knowledge and understanding to a range of planning applications and enquiries
- Please see your responsibilities related to [safeguarding](#).

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.

Professionally qualified or with relevant experience you will have a positive approach, open to new ways of working and driven to provide excellent customer service. You will have experience of dealing with a caseload of planning applications and planning processes as well as the administration of planning controls and regulations.

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.

In this role you will be supported and encouraged to gain new skills and experience to equip you to develop in your role and to progress within Development Management.

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 manager within the organisation.

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

Person Checklist

- A degree in Planning or related subject and/or experience in the field
- Experience of dealing with a caseload of planning applications and planning processes
- Experience in administering planning controls and regulations
- Knowledge of planning law, policy and procedures relating to Development Management
- Strong IT skills to support working with 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
- Demonstrates excellent customer service and excellent interpersonal skills at all times
- Is committed to personal career development. Is proactive in seeking and undertaking further training opportunities for both
- Is an excellent team player and works hard to direct and contribute to team goals

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.*

PROGRESSION CRITERIA FOR ASSISTANT PLANNER/PLANNER – for appointments/progression between grade 7 to 10

Minimum requirements for appointment at each grade:

	Grade 7	Grade 8	Grade 9	Grade 10
Qualifications/ Experience	<ul style="list-style-type: none"> Planning related degree. Non-exempt British Planning Degree. Exempt Planning Degree. Qualification giving exemption from Royal Town Planning Institute examinations. No qualification and extensive experience, including substantial experience in Development Management. 	<ul style="list-style-type: none"> Non-exempt British Planning Degree; completed 1st year of <i>recognised</i> post-graduate course and limited experience in Development Management. Exempt Qualification and some experience in Development Management OR No qualification and very extensive experience including extensive experience in Development Management. 	<ul style="list-style-type: none"> Exempt qualification and substantial experience in Development Management. Non-exempt qualification and 1st year of recognised post graduate course and substantial experience in Development Management. 	<ul style="list-style-type: none"> Membership of Royal Town Planning Institute or equivalent. Substantial experience in Development Management.
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge and understanding of legislation relevant to Development Management procedures. Preparing officer and committee reports. Drafting letters and emails seeking amendments and addressing issues. Checking accuracy of plans on site and in the office. Clearly explaining regulations and procedures. Demonstrate understanding of Council behaviours. Effective use of IT systems to deal with and record applications. 	<p>Demonstrate knowledge and skills for Grade 7 and the following:</p> <ul style="list-style-type: none"> In depth knowledge and understanding of legislation relevant to Development Management procedures. Dealing with all processes relevant to making a decision on a planning application e.g. publicity, on-site assessment, negotiation, verbal and written reports. 	<p>Demonstrate knowledge and skills for Grades 7 & 8 and the following:</p> <ul style="list-style-type: none"> Understanding the role of Development Management and how it supports delivery of Council objectives. Attending and presenting applications to Planning Committee. Ability to prepare statements for informal hearings and attend informal hearings as a Council witness. Acting as case officer on major applications. Supporting, directing and supervising less experienced staff. Managing own workload. Negotiating and solving problems. 	<p>Demonstrate knowledge and skills for grades 7, 8 & 9 and the following:</p> <ul style="list-style-type: none"> Deputising for Team Leaders when required. Communicating and negotiating confidently at planning committees. Examples of dealing independently with Major Applications with minimal supervision.