

## **Assistant Planner/Planner Career Progression Grade 6 - 10**

### **Career Progression – How it works:**

The Assistant Planner/Planner job includes a range from Grade 6 to Grade 10 depending on qualifications/experience and knowledge/skills. The following information sets out the minimum requirements for progression through the grades:

- For recruitment – Information provided through the recruitment process will be used by the panel to consider the starting grade for the job offer
- For existing employees – A submission should be made to your line manager setting out the qualifications/experience and knowledge/skills to justify progression. The submission should contain examples of work and will be assessed by a panel of 2 officers (in the role of Senior Planning Officer/Team Leader). There will be an interview to discuss the submission and enable the panel to ask questions.

## Planning Policy - Grade 6

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> <li>• BTec HC in Planning; or</li> <li>• BTec ND in Planning; or</li> <li>• Certificate in Planning;</li> </ul>	None
<ul style="list-style-type: none"> <li>• No qualification and limited experience in Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>• Basic understanding of the role of information systems which support the development plan process (e.g., Housing Land, Employment Land, Open Space, consultations etc.)</li> <li>• Basic knowledge of national, regional, sub-regional and local planning policy and legislation</li> <li>• Ability to complete personal workload to agreed timescales and standards</li> <li>• Ability to respond effectively to basic information requests concerning statistics/data, current development plan policy and the development plan preparation process</li> <li>• Ability to use Planning Service's IT systems</li> <li>• Ability to provide basic policy advice on planning applications and pre-application enquiries to Development Management and/or other parts of the Planning Service, the general public, developers, and other Council Services, for: a) Sites with single proposed land uses e.g., housing, employment, and b) Specific policy topics e.g., housing conversions, employment use, open space, affordable housing, green belt etc.</li> <li>• This job requires you to work flexible hours, including occasional evenings and weekends. You will also be required to travel to various locations in order to carry out the duties of the job</li> </ul>

## Planning Policy - Grade 7

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> <li>• Non-planning degree (SCP 14); or</li> <li>• Non-exempt British Planning Degree (SCP 15); or</li> <li>• Exempt Planning Degree (SCP 15); or</li> <li>• Qualification giving exemption from Royal Town Planning Institute examinations (SCP 15);</li> </ul>	None
<ul style="list-style-type: none"> <li>• No qualification and extensive experience, including substantial experience in Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>• In-depth knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>• Working knowledge of the management and development of information systems which support the development plan process (e.g., Housing Land, Employment Land, Housing Land Supply, Open Space, consultations etc.)</li> <li>• Working knowledge of national, regional, sub-regional and local planning policy and legislation</li> <li>• Ability to manage personal workload and work effectively within teams to agreed timescales and standards</li> <li>• Ability to respond effectively to basic information requests concerning sites and policy issues</li> <li>• Ability to use Planning Service's IT systems</li> <li>• Ability to provide policy advice on planning applications and pre-application enquiries to Development Management and/or other parts of the Planning Service, the general public, developers, and other Council Services for: a) Sites with mixed uses and b) Sites involving planning obligations e.g., open space, affordable housing, education contributions, etc.</li> </ul>

## Planning Policy – Grade 8

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> <li>Exempt Qualification in a related field e.g., Geography &amp; some experience in Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>Ability to complete personal workload to agreed timescales and standards</li> <li>Ability to use Planning Service's IT systems</li> </ul>
<ul style="list-style-type: none"> <li>Non-exempt degree &amp; 1<sup>st</sup> year of post graduate training course &amp; limited experience in Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>Working knowledge of the role of information systems which support the development plan process (e.g., Housing Land, Employment Land, Housing Land Supply, Open Space, Planning Policy consultations etc.)</li> <li>Good knowledge of national, regional, sub-regional and local planning policy and legislation</li> <li>Ability to complete personal workload to agreed timescales and standards</li> <li>Ability to respond effectively to basic information requests concerning statistics/data, current development plan policy and the development plan preparation process, sites and policy issues</li> <li>Ability to use Planning Service's IT systems</li> <li>Ability to provide basic policy advice on planning applications and pre-application enquiries to Development Management and/or other parts of the Planning Service, the general public, developers, and other Council Services, for: a) Sites with single proposed land uses e.g., housing, employment, and b) Specific policy topics e.g., housing conversions, employment use, open space, affordable housing, green belt etc.</li> </ul>
<ul style="list-style-type: none"> <li>No qualification and very extensive experience including extensive experience in Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>Excellent knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>In-depth knowledge of information systems which support the development plan process (e.g., Housing Land, Employment Land, Housing Land Supply, Open Space, Planning Policy consultations etc.)</li> <li>Good knowledge of national, regional, sub-regional and local planning policy and legislation</li> <li>Ability to manage personal workload and work effectively within teams to agreed timescales and standards</li> <li>Ability to respond effectively to information requests concerning development plan policy and sites</li> <li>Ability to use Planning Service's IT systems</li> <li>Ability to provide policy advice on planning applications and pre-application enquiries to Development Management and/or other parts of the Planning Service, the general public, developers, and other Council Services for complex sites, including those with mixed uses, a variety of planning obligations and environmental constraints</li> <li>Ability to assist in the preparation of written evidence for public examination and/or planning appeals</li> </ul>

## Planning Policy – Grade 9

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> <li>• Qualification giving exemption from RTPI examinations &amp; substantial experience in Planning Policy; or</li> <li>• Non-exempt degree and 1<sup>st</sup> year of recognised post graduate course and substantial experience in Planning Policy</li> </ul>	<p>Employees must be able to demonstrate the following without supervision unless otherwise stated, and in accordance with policies and procedures:</p> <ul style="list-style-type: none"> <li>• Substantial knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>• Very good knowledge of national, regional, sub-regional and local planning policy and legislation</li> <li>• Ability to manage and develop information monitoring systems (i.e., system specification and/or review, collection and recording of data, analysis and reporting of data, preparation of final reports, publication)</li> <li>• Ability to prepare/present evidence for public examination/planning appeal</li> <li>• Ability to complete and manage projects to agreed timescales and standards</li> <li>• Ability to prepare project monitoring reports</li> <li>• Ability to support, direct and supervise less experienced staff and the work of technical support staff</li> <li>• Ability to provide policy advice on planning applications and pre-application enquiries to Development Management and/or other parts of the Planning Service, the general public, developers, and other Council Services, for complex and/or large-scale proposals</li> <li>• Ability to identify and resolve problems</li> <li>• Ability to represent the PPO or SPO at internal and external meetings</li> <li>• Ability to use Planning Service's IT systems</li> </ul>

## Planning Policy – Grade 10

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> <li>• Membership of Royal Town Planning Institute or equivalent; and</li> <li>• Substantial experience in Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of national, regional, sub-regional and local planning policy and legislation</li> <li>• Ability to undertake all elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans</li> <li>• Ability to prepare/present evidence for public examination/planning appeal</li> <li>• Ability to lead elements of plan preparation and review</li> <li>• Ability to work effectively with other services on projects</li> <li>• Ability to manage projects independently of supervision</li> <li>• Ability to support, direct and supervise the work of technical support staff</li> <li>• Ability to use Planning Service's IT systems</li> </ul>

### For Office Use Only:

Job Category	Planning Services	Grading ID	
Job ID		Last Updated	June 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
HR check	M Lunn		