



# **Assistant Planner/Planner – Development Management - Grade 6-10**

## **Job Purpose**

We are a large Metropolitan district authority which includes the thriving University town of Huddersfield and the stunning Pennine countryside. We have ambitious plans to kick start the regeneration of Dewsbury. We have diverse towns and villages ranging from Dewsbury at the edge of Leeds to Holmfirth at the edge of the Peak District.

At Kirklees we are expecting big changes. We recently adopted our Local Plan and have big ambitions for growth and development. Our Local Plan sets ambitious housing and employment targets which we are excited to achieve. We know we need to deliver new homes and jobs to create the communities of the future and cement our position in the Leeds City Region. We want our buildings and spaces to be of high quality and to be looking to take the opportunities to improve design whenever they present themselves.

We are seeking an Assistant Planner / Planner to deal with a range of applications within one of 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.

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities, so we are always looking for better and smarter ways to work. Therefore, the Development Management part of the service needs forward thinking and driven individuals to take us forward on our new journey.

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

## **Key areas of Responsibility**

- 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.
- 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 considers legislation, policy, and relevant procedures and protocols.
- Applies technical knowledge and understanding to a range of planning applications and enquiries.

## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
A degree in Planning or related subject and/or experience in the field.	Essential
Experience of dealing with a caseload of planning applications and planning processes.	Essential
Experience in administering planning controls and regulations.	Essential
Knowledge of planning law, policy and procedures relating to Development Management.	Essential
Strong IT skills to support working with 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
Always demonstrates excellent customer service and interpersonal skills.	Essential
Is committed to personal career development. Is proactive in seeking and undertaking further training opportunities for both.	Essential
Is an excellent team player and works hard to direct and contribute to team goals.	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (exceptions can be made for disabled applicants).	Desirable

## 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		