

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.

Development Management – Grade 6

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> • BTec HC in Planning; or • BTec ND in Planning; or • Certificate in Planning or • No qualification and limited experience in Development Management 	<ul style="list-style-type: none"> • Basic knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans • Basic understanding of the role of information systems which support the development plan process (e.g., Housing Land, Employment Land, Open Space, consultations etc.) • Basic knowledge of national, regional, sub-regional and local planning policy and legislation • Ability to complete personal workload to agreed timescales and standards • Ability to respond effectively to basic information requests concerning statistics/data, current development plan policy and the development plan preparation process • Ability to use Planning Service's IT systems • 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. • 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

Development Management - Grade 7

Qualifications/experience	Knowledge and skills
<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"> • 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.

Development Management – Grade 8

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> • Exempt Qualification in a related field e.g., Geography & some experience in Development 	<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 deciding on a planning application e.g., publicity, on-site assessment, negotiation, verbal and written reports.

Development Management – Grade 9

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> • Qualification giving exemption from RTPI examinations & substantial experience in Development Management; or • Non-exempt degree and 1st year of recognised post graduate course and substantial experience in Development Management 	<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.

Development Management – Grade 10

Qualifications/experience	Knowledge and skills
<ul style="list-style-type: none"> • Membership of Royal Town Planning Institute or equivalent; and • Substantial experience in Development Management 	<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.

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		