

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.