

Job description and employee specification

Job title:	Planner/Enforcement Planner/Trainee Planner	Location:	Elmfield Witney
Reports to:	Development Manager	Working hours:	37 per week
Job number:	TBC	Salary range:	Up to £33,000 per annum
Supervises:	Not applicable		
Purpose:	<p>To contribute positively to the Planning team by processing planning applications and related work. Mentoring and support will be given to the candidates with the right attitude and skills but who may need to gain experience. The post offers the opportunity to secure additional remuneration as skills and experience develop. You will need to travel around the District and have access to a car; applications for part-time work and job share are welcome.</p>		
Key responsibilities:	<p>The post will sit within Development Management or Planning Enforcement with opportunities to move between the teams.</p> <p>Development Management Team:</p> <ul style="list-style-type: none"> • Process planning applications and queries (with guidance from more senior staff when appropriate) all in a timely manner. • Undertake site visits in relation to planning applications and pre application enquiries. • Assist with research, planning history, surveys and appeals. • Liaise with members of the public, councillors and statutory bodies on planning applications <p>Planning Enforcement Team:</p> <ul style="list-style-type: none"> • To carry out all planning enforcement related functions including the processing and assessment of enforcement cases and some planning applications • Carry out site visits to gather evidence <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p>		

	<p>General Accountabilities</p> <ul style="list-style-type: none"> • Working to add value to, and be a valued member of the team, and to be valued by customers • The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;
<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • GCSEs (5 A-Cs including Maths and English) or equivalent • 2 A levels or equivalent/substantial relevant practical experience <p>Experience</p> <ul style="list-style-type: none"> • Experience in office environment / similar or related role <p>Skills</p> <ul style="list-style-type: none"> • Interest in the built and natural environment • Good level of IT skills - MS Office • Communicates effectively at all levels (excellent verbal and written skills) • Achieves results through others • Is customer focussed, responsive, and co-operative with customers • Is proactive/self motivated • Prioritises and meets tight deadlines • Is flexible • Works together with employees, colleagues and customers to resolve problems and implement change initiatives • Ability to maintain confidentiality in accordance with Data Protection
<p>Desirable requirements qualifications, skills and abilities:</p>	<ul style="list-style-type: none"> • Planning or related degree • Knowledge of a specialist area of planning e.g. retail impact, EIA, prior approvals etc • Supervisory experience and dealing with professionals and the public • Willingness to work towards RTPI membership

Special conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service • You will need use of a car for work purposes 	
Date of Issue:	July 2019	
Date reviewed:		
Reviewed by	Name: Abby Fettes	Job title: Interim Development Manager