



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Apprentice Planning Officer		
GRADE:	Apprentice Rates	SERVICE AREA:	Development Management
JOB CODE:			
REPORTS TO:	Team Leader - Development Management	LOCATION:	2nd floor Civic Centre, Darwall Street, Walsall
SPECIAL CONDITIONS:	<p>Occasional attendance at evening and out of hours meetings as may be required</p> <p>Casual Car User allowance</p> <p>Regular travel across the Borough including undertaking site visits in order to carry out site assessments to fulfil the specific duties of the role</p> <p>Politically restricted post under the Local Government and Housing Act 1989.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p>		

1. Main purpose of the job role:

- To support the Development Management service in registration and validation of planning and other types of applications.
- To assist in the processing and determination of planning and other types of applications under the Council's scheme of delegations.
- To assist in dealing with pre-application and other development management enquiries including duty service.
- To assist in the registration and acknowledgement of Planning Enforcement enquiries and tree applications and enquiries.
- To support the Head of Planning & Building Control in the delivery of an efficient customer focussed service.
- To be accountable for maintaining performance standards.

2. Role specific duties and accountabilities:

- Assist in the validation and registration of planning and related applications. Duties include checking relevant supporting documentation is provided, inputting details onto computerised system.

- Deal with a caseload of householder and Prior Approval applications and other minor planning applications. Duties include site visits, assessment and preparing written reports and recommendations.
- To prepare reports to Committee and in accordance with the Council's scheme of delegation to the Head of Planning & Building Control for planning applications, Prior Approval and other applications as may be required by the Head of Planning & Building Control.
- Occasional attendance at planning committee and public meetings if required to so by management, including the Head of Planning & Building Control.
- Assist in providing advice to developers, agents, Councillors and other stakeholders on planning processes and legislation including pre-application advice.
- To assist in maintaining computerised or other planning, enforcement or other related records within the service area.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE Apprentice Planning Officer	GRADE NAW	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Ability to accurately record data onto computer systems to update planning records	A/I	3
Ability to learn to process a caseload of planning applications and other types of applications and related matters	A/I	3
Ability to represent the Council in its capacity as local planning authority in corresponding with agents, applicants, Councillors and other stakeholders	A/I	3
Ability to learn how to interpret planning legislation and documents and drawings accompanying applications	A/I	3
Prepare and present reports for Planning Committee and in accordance with the Council's scheme of delegation for the determination of planning applications and other matters where required	A/I	3
Able to be a team player, demonstrate organisational skills and meet personal and team deadlines	A/I	3
Excellent oral and interpersonal skills	I	3
Excellent written communication skills	A/I	3
Excellent IT skills	A/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		

Ability to demonstrate a willingness to develop knowledge of planning and related legislation including planning enforcement			A/I	3
Evidence of continuous professional development (where applicable)			A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
A willingness to learn and undertake Apprenticeship studies whilst working – 20% off job training is included			A/I	3
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	2
Awareness of, and commitment to, confidentiality and handling data			I	2
Note: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post				
Prepared by:	A Ives	Date:	10/1/22	