

TENDRING DISTRICT COUNCIL

ROLE DESCRIPTION

Department: Planning

Post No: 10001239

Job Title Trainee Planning Officer

Grade: Grade 6

(6-9 Career Graded)

Reports to: Planning Team Leader

1 Main Purpose of the Role

To contribute to the Planning Service in order to deliver an efficient and effective customer focused service that also meets the statutory responsibilities of the Council as the Local Planning Authority and helps to achieve the objectives set out in the development, service and corporate plans.

To undertake the tasks required including (but not exclusively) work associated with the preparation of the projects; provision of pre application advice; dealing with a case load of applications, appeals and enforcement and other related tasks.

2 Principal Activities

- 2.1 To deal with a case load including pre-application negotiations, applications, appeals, enforcement and other planning related matters.

The complexity of work assigned to the post holder will be determined by their level of experience and qualifications. The post holder may be required to work in, or undertake work for, other sections and teams of the department as operational needs dictate.

- 2.2 To prepare and present reports or evidence to Committees, Public Inquiries and the Courts and, if required to Council, Cabinet and Management Team, ensuring a high standard of written and oral presentation.
- 2.3 To provide advice to Members, colleagues and service users within the remit of the section and to provide productive working relationships both internal and external to the Authority.
- 2.4 Attending the internal & external working parties and meetings as required to represent the section or department or to support the Planning Manager as required.
- 2.5 To contribute to the continuous review of the service in order to deliver service improvements
- 2.6 *Such other duties as may be required by the Service & Council.*

3 Corporate Responsibilities

- 3.1 Maintain a constant focus on service improvement within the section seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- 3.2 Must contribute to good performance on relevant performance indicators both local and statutory.
- 3.3 You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including but not exclusively: Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

4 Special Conditions

- 4.1 You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.2 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- 4.3 You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IiP)

This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL**PERSON SPECIFICATION**

Job Title: Trainee Planning Officer**Post No: 10001239**

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Level 6 or 7 Planning qualification or equivalent.
- Chartered status of the Royal Town Planning Institute – MRTPI. (requirement at Grade 9)
- Experience of undertaking similar functions and duties to those in the job description, which if senior will include experience at least two of: policy formulation, development management or enforcement and of preparing and giving evidence at Public Inquiries and Court, and negotiating S106 obligations.
- Having a consistent record of giving sound professional advice and building success through effective and productive working relationships with members, colleagues and service users.
- Able to operate MS-Word, Excel, Outlook and planning related software packages (a Level 2 IT qualification would be an advantage)

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.2 Adhering to Principles and Values

- a. Upholds ethics and values.
- b. Demonstrates integrity.
- c. Promotes and defends equal opportunities, builds diverse teams.
- d. Encourages organisational and individual responsibility towards the community and the environment.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise.
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development.
- c. Shares expertise and knowledge with others.
- d. Uses technology to achieve work objectives.
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f. Demonstrates an understanding of different organisational departments and functions.

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.
- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

Applicants should note that the competencies used in this person specification are part of the Council's Universal Competency Framework and that there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.

Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.