



Job Role: Planning Officer, post-graduate apprentice

Job Family: Technical Advisor

Broadland District Council and South Norfolk Council

Purpose

To assist with tasks associated with the processing of general planning enquiries and whether planning permission is required.

To support the Planning team in assessing mainly householder applications

This role incorporates study and completion of a RTPI Level 7 Town Planner apprenticeship qualification.

Key accountabilities

- Assist in assessing mainly householder applications and discharge of condition applications, including site inspections, publicity, liaison with technical consultees, negotiation with applicants/agents, objectors and the public in consultation with your line manager.
- Draft delegated and committee reports in respect of your caseload.
- Assist senior officers in the preparation of evidence for appeals and carrying out land use histories.
- Undertake administrative duties in support of the work of the Development Management Team, including monitoring compliance with planning permissions

Generic skills, knowledge and experience

- Undertake **problem-solving** duties on technical activities.
- **Responsibility** - work under direction, being responsible for own work.
- **Technical advisory** duties involving discretion in resolving problems or enquiries.

Role specific skills, knowledge and experience

- Relevant qualification (HNC or related degree) and/or minimum 4 years' proven experience in a planning environment.
- Able and willing to study for the RTPI Level 7 qualification including off the job training opportunities (20%)
- Full UK driving licence.
- Understanding of public sector planning environment.
- Good understanding of IT skills.

- Ability to problem solve.
- An ability to prepare reports, extract and interpret information from plans and files.
- Effective communication skills.
- An ability to negotiate.
- Organisational skills and ability to prioritise .
- 56-70% of this role's time will be spend on external communication.

Date: July 2021



Two Councils
One Team

