

**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**JOB DESCRIPTION**

**POST TITLE:** Trainee Planner  
Year 5

**SERVICE AREA: Growth & Prosperity**

**POST NUMBER:**

**SECTION:** Development Management  
Policy  
Conservation  
Enforcement

**J.E. REF. NUMBER:** 480

**GRADE:** NS8

**DATE:** June 2011

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**RESPONSIBLE TO:** Business Manager Development  
Business Manager Planning Policy

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**LIAISON WITH:** Senior officers of the Council, parish Councils, and external agencies, internal and external customers

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**PURPOSE OF JOB:**

1. To assist with the delivery of services in one of the following roles:

Planning applications  
Planning enforcement  
Planning Conservation  
Planning Policy

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**MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:**

**General**

1. To assist with the provision of advice to customers (internal and external) on issues falling within the post holders area of knowledge or expertise.
2. To assist with the provision of advice to Parish Councils, community groups and external partners on issues falling within the post holders area of knowledge or expertise.

## **Activities - All posts**

Under the guidance of senior officers, to deal with the determination of simple applications in relation to planning and related applications.

Under the guidance of senior officers, to write reports on issues, either for presentation to more senior officers, Committee and external groups.

Under the guidance of senior officers, to visit sites and make assessments of issues and be able to form a view or reach a decision with regard to determination of an application, formulation of a policy or procedure, or the provision of advice.

Under the guidance of senior officers, to provide written and verbal advice to customers or groups of customers on an appropriate course of action.

## **Specific activities**

### **Trainee Planner – Development Management**

1. Under the guidance of senior officers, to deal with and make recommendations on minor and straightforward applications under delegated powers.
2. Under the guidance of senior officers, to deal with and make recommendations on minor and straightforward applications which are to be dealt with by Committee.

### **Trainee Planner – Enforcement**

1. Under the guidance of senior officers to write reports on minor and straightforward enforcement related planning issues (including trees and conservation issues) which are to be dealt with by committee and senior officers.
2. Under the guidance of senior officers to assist with the provision of the planning enforcement service (whilst reporting to the Development Management Team Leader) in accordance with the agreed Enforcement Policy).
3. Under the guidance of senior officers to carry out inspections and investigations into planning related breaches (including working out of normal hours), and to recommend courses of action, reporting to the DM Team Leader and elected Members as appropriate.
4. Under the guidance of senior officers to ensure that the enforcement records and register are maintained in an up to date way.

### **Trainee Planner – Conservation**

1. Under the guidance of senior officers to write reports on minor and straightforward applications which are to be dealt with by Committee or by senior officers.

### **Trainee Planner – Planning Policy**

1. Under the guidance of senior officers to prepare reports for consideration by senior officers and/or Committee in relation to Planning Policy matters.
2. Under the guidance of senior officers to undertake appropriate research on planning policy & related matters, and contribute to the Council's spatial planning documents eg the LDF and related plans, under the guidance of the Planning Policy Team Leader.

### **Other relevant information**

The Trainee Planner Job Descriptions have been devised based on a qualification-led progression as detailed below. Trainees will not be able to progress to the next level until they have satisfactorily completed the relevant qualification and provided original evidence (letter / certificate) to the Human Resources team. On presentation of the relevant documentary evidence, progression to the next level (up to NS10, qualified Planner) will be automatic.

The complexity of work activity and task allocations will be appropriate to the level of qualification of each employee.

Entry Level Year 1 – Commencement of the Certificate in Planning Studies <i>this stage may be bypassed if the trainee holds a degree in a relevant / related subject (e.g. Geography), in which case they would be eligible to commence studies at the next level.</i>	<b>NS5</b>
Level 5 – Commence MSC Urban and Regional Planning (Masters)	<b>NS8</b>
Level 6 – fully qualified Planner following completion of above.	<b>NS11</b>
Further progression may be possible after 1 year post graduate experience which will give the employee eligibility for MRTPI. Progression at this point will be dependent on whether there is a suitable vacancy. The employee may have to apply in open competition.	

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## **HEALTH AND SAFETY**

You will uphold the District Council's Health and Safety Policy and amendments made thereto by the District Council and comply with all relevant health and safety legislation.

## **RISK MANAGEMENT**

The Council is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management, as outlined within the Council's Risk Management Strategy and Policy.

## **SAFEGUARDING**

The Council has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of the Council, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

## **EQUAL OPPORTUNITIES**

You will uphold Newark and Sherwood District Council's Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

## **TRAINING**

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

The post requires the individual to have regular access to a vehicle to enable them to travel within/outside the district to carry out their duties. Duties may include (but are not restricted to) attending meetings, different work locations, conducting site and other visits and transporting heavy/bulky equipment or materials for business purposes as and when required.

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This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

The Council is committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Personnel and Training Section in the first instance.

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Signature of Postholder .....

Date .....

**NEWARK AND SHERWOOD DISTRICT COUNCIL**  
**PERSON SPECIFICATION**

JOB TITLE: **Trainee Planner Level 5**

DATE: June 2011

<b>FACTOR</b>	<b>ESSENTIAL OR DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
RELEVANT EXPERIENCE	<b>ESSENTIAL – Previous experience (including voluntary work) in an environment related function</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL- Use of Microsoft Word and other IT packages.</b>	Application form, interview, written test, presentation
QUALIFICATIONS	<b>ESSENTIAL- Certificate in Planning Studies (Tech RTPI)</b>	Application form & certs
	<b>ESSENTIAL - Successfully completed year 2 of MSC Urban and Regional Planning to Degree level</b>	Application form & certs
JOB RELATED SKILLS	<b>ESSENTIAL – Knowledge of how improvements in the external environment can be delivered</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL – Good communication skills</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL – Good oral presentation and written skills</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL – Use of ICT to provide services to customers</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL – Good team worker</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL- Good organisational skills</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL – Ability to work under pressure to meet targets and keep abreast of the whole range of important issues</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL (for Trainee Planner – Conservation)</b>	
	<b>ESSENTIAL Interest in issues relevant to conservation matters (for Trainee Planner – Enforcement)</b>	Application form, interview, written test, presentation
<b>ESSENTIAL Interest in issues relevant to planning enforcement matters</b>		

PERSONAL ATTRIBUTES	<b>ESSENTIAL –</b>	<b>Political awareness</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL –</b>	<b>Ability to relate well to customers</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL –</b>	<b>Commitment to customer consultations</b>	Application form, interview, written test, presentation
	<b>ESSENTIAL -</b>	<b>Able to work on own initiative and in challenging situations</b>	Application form, interview
WORK CIRCUMSTANCE	<b>ESSENTIAL –</b>	<b>Able to attend meetings in all areas of the District</b>	Application form, interview,
	<b>ESSENTIAL –</b>	<b>Able to attend evening committees, Parish Council and public meetings throughout the District</b>	Application form, interview,
	<b>DESIRABLE –</b>	<b>Understanding of the roles of elected Members and others</b>	Application form, interview,
	<b>ESSENTIAL -</b>	<b>Willingness and ability to undergo formal training up to MSC Urban and Regional Planning (Masters) level</b>	Application form, Interview

**This Authority Operates a No Smoking Policy**

N.B. The above specification defines the minimum essential requirements of the job, but the Council will have regard to the Equality Act and will make “reasonable adjustments” to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short-listing stage.