 **Role Profile**

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| **Job Title** | Planner Degree Apprentice | | |
| **Team** | Planning | **Grade** | 4 |
| **Reports to** | Nicola Spencer Year 1  Daniel Vick Years 2 and 3 | | |
| **Date** | 8 April 2024 | | |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**  A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| This post is in conjunction with attending the Chartered Town Planning Masters Apprenticeship at Brighton University. The post is a 3 year post based in the Directorate of Growth and the main purpose of the job will be the validation of applications and routine planning administrative tasks, determining planning applications, undertaking enforcement investigations, making Tree Preservation Orders and providing advice to members of the public.  The post remains flexible in nature and the officer will be expected to assist in all areas of planning work and the key areas of focus will be as set out below. |

**Key areas of focus:**

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| 1. | To undertake work in ensuring compliance with regulations, procedures and the Council’s Constitution in both the Technical Support Unit and Development Management Teams. |
| 2. | In the Technical Support Unit duties will include downloading electronic applications and validating them to ensure that everything has been submitted in accordance with national and local validation requirements. Carrying out consultations and logging responses from the public and consultees onto the data base and uploading copies onto the website. Collating the planning weekly list of applications and dealing with general enquiries from the public on the phone and by email. |
| 3. | In the Development Management team to produce high quality planning officer reports and recommendations in line with planning policy and all relevant material considerations for both delegated and non-delegated applications. The reports would relate to more simple planning and associated applications, enforcement investigations and the making of Tree Preservation Orders. |
| 4. | To positively assist in the negotiation and assessment the content of planning proposals, (pre application or application), against policy and other material considerations. |
| 5. | To contribute and assist in the negotiation of Planning Obligation agreements, (Section 106 Agreements), with all stakeholders and interested parties as required. |
| 6. | Maintaining accurate records on files and following correct office procedures and best practice notes. |
| 7. | To liaise with other Council Departments, the public, external stakeholders and to attend meetings as requested. |
| 8. | To attend official Council meetings/Committees and present to Members/the public as required. |
| 9. | To be responsible for his/her own self development on a continuous basis. |
| 10. | To assist less experienced staff in learning and development as and when requested. |
| 11. | To comply with all of the Council’s Policies including Customer Care, IT security, Data Protection, Equality and Diversity, Corporate Complaints. |
| 12. | Compliance with codes of conduct agreed for all ADC employees, and with professional codes of conduct relative to membership of professional bodies associated with work (where relevant). |
| 13. | Any other duties that are appropriate with this post. |

**Additional information (not contractual)**

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| 1. | Service delivery: The postholder is expected to work to service delivery standards set by others. |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications** | | |
| Degree in relevant subject to enable acceptance on University of Brighton course. | X |  |
| Literate with a good standard of written English to GCSE or equivalent level. | X |  |
| Numerate to GCSE or equivalent level. | X |  |
| **Experience** | | |
| Recent work experience. | X |  |
| Experience of dealing with the public. | X |  |
| Experience of working in an office or busy work environment. |  | X |
| Experience of writing reports. |  | X |
| Experience of public speaking/ making presentations. |  | X |
| **Knowledge** | | |
| IT literate. | X |  |
| Basic understanding of planning. | X |  |
| Knowledge of Development Management work. |  | X |
| Specialist skills relevant to planning. |  | X |
| **Behaviours** | | |
| Accountability: Accepts responsibility for their own actions, behaviours, performance and decisions and is transparent about this. Acknowledges when things go wrong and learns from this. | X |  |
| Adaptability: Responds to challenges and change with an open mind, shifting priorities and re focusing. | X |  |
| Approachability: Supports others and recognizes the impact their behaviour and attitude has on them. | X |  |
| Consistency: Continually maintains standards and behaviours that lead to producing high quality work and delivering on promises and commitments. | X |  |
| Commitment: Displays values which contribute to a shared focus, exhibits a high level of effort and commitment, is motivated to achieve and demonstrates a responsible behaviour. | X |  |
| **Competencies** | | |
| Collaborative working: Working together to achieve a shared goal. Builds effective relationships with internal and external customers. | X |  |
| Communication: Able to communicate clearly, appropriately, and respectfully with colleagues and customers. | X |  |
| Critical Thinking: Able to separate information, prioritising this and referring to policies and procedures, before making decisions. | X |  |
| Customer Focus: Takes pride in an is committed to delivering high quality services. Identifies and clarifies individual needs. | X |  |
| Decision making: Able to make fair and logical decisions using policies/procedures and available evidence, and be clear in rationale. | X |  |
| Initiative: Understands what needs to be done and accomplishes it proactively and with minimal supervision. | X |  |
| Organisational skills: Plans and prioritises own work with reference to line manager. Makes best use of own time and meets deadlines. | X |  |
| Results driven: Persists in the face of difficulties to achieve goals, delivering outcomes on time and successfully. | X |  |
| **Other** | | |
|  | Yes | No |
| Does this role require a **Basic/Enhanced** DBS check? |  | X |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | X |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work? | Yes may need to attend occasional evening meetings. |  |
| Does this role require a driver’s licence and access to a vehicle? |  | X but would be desirable. |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |