



Job Description

Post Title: Graduate Planning Assistant
Service: Planning Policy
Grade: 1
Responsible To: Planning Policy Team Leader / Planning Policy Manager

Job Summary: To provide support to the Planning Policy team, working on Development Plan Documents, Supplementary Planning Documents and the evidence base to support policy work.

Main Activities:

1. To assist in the preparation of the Council's Planning Policy work and other strategies and projects.
2. To contribute to and assist with the collection of and analysis of data and information to support the Policy evidence base, including undertaking site visits where necessary.
3. To assess and report on the impact on the Borough of major development proposals and Local Plan proposals from adjoining Authorities and changes in government legislation.
4. To prepare written reports and presentations when necessary for Member working groups and committees and to attend these meetings, and record relevant points, if required.
5. To participate in public consultation exercises and attend other relevant meetings with internal and external customers.
6. To assist and advise Development Management Officers on policy matters.
7. To undertake such other relevant duties as may be requested by the Planning Policy Manager, Head of Planning and the Director of Finance, Policy and Development.
8. To assist the Head of Planning Services and the Director of Finance, Policy and Development in maintaining good internal and external relations and ensuring that Planning Services demonstrates care and respect for its customers, a responsiveness to their needs and an "open for business" approach.
9. To be aware of, and exercise, personal responsibility under the Health & Safety at Work Act and other related matters

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change, and any changes will be made in consultation with the postholder.