



Job Description and Person Specification

Job Title:	Graduate Planning Officer	
Post Number	P1413, P1414, P1415, P1416, P1487, P1493, P2521	JE Ref: GT
Grade:	Grade 5	
Other Payments:	Outer Area Fringe Allowance	
Job Family	Technical and Professional Services Level 3	
Service:	Planning and Building Control	
Progression:	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week:	37	
Accountable to:	Planning Team Leader	
Date created/ reviewed:	September 2021, July 2023, April 2026	

JOB DESCRIPTION FOR Graduate Planning Officer

Job Purpose

To support the delivery of a wide range of effective and efficient Development Management services associated with the carrying out of the Town and Country Planning Acts and associated regulations and legislation to the people, businesses and community of St Albans or internally to the Council.

Accountabilities

1.	Under close supervision of line manager, provide professional advice, guidance, interpretation and evaluation on simple, non contentious applications, consents and enquiries on all aspects of the work area to customers and colleagues to meet statutory and service requirements, so that it meets statutory targets and legislation and seeks to deliver quality outcomes.
2.	With support from experienced colleagues, consider and negotiate straight forward planning applications and provide a decision recommendation on each application within statutory time limits to facilitate the implementation of the Development Plan.

3.	Keep up to date with good practice and changes to legislation to inform the consideration of planning matters.
4.	Consider straightforward appeals including appeals dealt with by written representations. Provide support to colleagues, in relation to other planning appeals and planning enforcement and prosecution issues. This might include drafting written evidence for hearings and so forth.
5.	Implement an entrepreneurial approach to optimise fee income and make the most efficient use of resources.
6.	Ensure planning decisions are consistent, robust and are in line with the advice and support given by line manager.
7.	Recommend to the Development Management Team improvements to the ICT to ensure it is maintained at an appropriate level.

Demands

Physical

The post holder will be required to make site visits. Site visits will include visiting construction sites, derelict land and buildings, open countryside and farmland. The post holder will need to be capable of walking around these on uneven and rough ground. Site visits such as this will take place throughout the year, approximately once a week on average. There may also be some climbing of ladders and stiles, descending into trenches or crouching down to inspect foundations, ground conditions, waterways, archaeological and historic structures. These activities will be less frequent, possibly once or twice a month, however when these arise the post holder will not be able to delegate and will need to attend site.

Mental

The post holder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, members and the public. Evening working will be required for committee and public meetings and to ensure deadlines are met and the post holder will need to be able to remain focused, productive and calm.

Emotional

The post holder will be in constant contact with the public who may be unhappy or disappointed with the work and decisions of the planning department and Members, which may lead them to being verbally aggressive. The post holder will need to be able to remain calm and help diffuse the high emotions. The post holder will be required to constantly juggle conflicting priorities with a particular emphasis on meeting the differing needs of officers, members and the public.

Working Conditions

For the main part the Post Holder will be able to schedule site visits to avoid bad weather; however there will be occasional instances when site visits will need to be made when the weather is poor

Other Employment Requirements

This job may be suitable for home working.

The post holder must have access to a motor vehicle with appropriate business insurance and a full driving licence.

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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ROLE SPECIFIC PERSON SPECIFICATION – GRADUATE PLANNING OFFICER

Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Working towards obtaining either a planning related degree or postgraduate qualification in Town Planning or a degree in a related discipline and a willingness to work towards gaining an accredited postgraduate qualification in Town Planning	X		A,I,D
Q2	Student member of the RTPI or working towards student membership	X		
Q3	Degree in Town Planning		X	A,I,D
Q4	Urban design, historic environment or regeneration qualification		X	A,I,D
Q5	Licentiate member of RTPI		X	A,I,D
Q6	Postgraduate qualification recognised by the RTPI		X	A,I,D
Knowledge				
K1	Some theoretical knowledge of the planning process, to include statutory regulations,	X		A,I,T,

	instruments, policy, guidance and case law and how this can be applied to the determination of planning applications			
K2	Some theoretical knowledge of Conservation Area, Listed Building and Advertisement regulations, policy and legislation and how this can be applied to the determination of planning applications	X		A,I,T
K3	Theoretical knowledge of urban design and regeneration principles		X	A,I,T
K4	Theoretical knowledge of development viability and financial appraisal		X	A,I,T
Experience				
E1	Using interpersonal skills to develop positive relations with stakeholders (e.g. customers and colleagues) and capable of proactively dealing with and resolving issues at an early stage	X		A,I,T
E2	Experience of MS Office IT systems	X		A,I,T
E3	Experience of managing workload in a timely manner	X		A,I,T
E4	Previous experience of working within a professional planning environment		X	A,I,T
E5	Hands on experience of development management IT systems including databases and electronic data management systems and mapping software		X	A,I,T
E6	Drafting delegated and committee reports with coherent, logical argument		X	A,I,T
E7	Prior experience of providing professional planning advice		X	A,I,T
E8	Knowledge of how the development management process interacts with plan making process		X	A,I,T
Other requirements				
O1	Valid Vehicle driving licence	X		A, D
O2	Vehicle available for business use (NB business use insurance and documentary evidence of this will be required if appointed)	X		A, D

For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)