

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Graduate Planner
<u>PAY BAND :</u>	Band 6
<u>JOB EVALUATION NO.</u>	E3481
<u>REPORTING RELATIONSHIP</u>	The post holder shall be accountable to the Principal Planning Officer.
<u>JOB PURPOSE :</u>	The Graduate Planner shall be responsible for assisting in providing professional planning advice and, as appropriate, recommendations and decisions on a range of issues and subjects that impact on place making that delivers the strategic outcomes for the community. It is an opportunity to gather post-qualification experience in professional planning work.
<u>POST NO.</u>	POS07082
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Under close supervision of the Principal Planning Officer, provide professional advice, guidance, interpretation and evaluation on planning policy matters.
2. Contribute to the preparation, production, monitoring and review of the Local Plan and other policy documents, planning and development briefs, master plans, area action plans, and preparation and implementation of development, regeneration, conservation and improvement projects.
3. Work to achieve the relevant standards of performance and measures of efficiency for the section to ensure that services are being effectively delivered and contribute to the programme of continual improvement.
4. Assist in the preparation of policies, strategies and routine matters for Committees, Sub-Committees and Working Groups and other parties as required.
5. Undertake development management and planning enforcement workload as directed by the Principal Planning Officer and the Head of Service.
6. Keep up to date with good practice and changes to legislation to inform the consideration of planning matters.
7. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

8. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
9. Carry out your role in line with the Council's Equality agenda.
10. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.
12. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
13. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: July 2019

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES
GRADUATE PLANNER
POST NO. POS007082

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Working towards obtaining either a planning related degree or postgraduate qualification in Town Planning	E	
2	Degree in Town Planning or postgraduate qualification accredited by the RTPI.		D
3	Student, Licentiate or Chartered member of RTPI		D
	Experience & Knowledge		
4	Knowledge of the local planning authority's statutory planning duties	E	
5	Experience of development management/planning policy work		D
6	Experience of providing comprehensive and concise written reports	E	
7	Experience of interpreting legislation, policy or procedures to give recommendations or advice		D
	Skills		
8	Ability to communicate, verbally and in writing (including ability to write clear and concise reports)	E	
9	Ability to work under pressure to meet deadlines	E	
10	Ability to maintain accurate records	E	
11	IT literate and capable of using MS Word and Excel office packages, and ideally GIS experience.	E	
12	Ability to deal with the public, client departments, and outside bodies		D
13	An understanding and awareness of political sensitivity and sensitivity in handling difficult issues		D
14	Effective presentation skills		D
15	Ability to negotiate to achieve a successful outcome		D
	Personal Attributes		
16	Ability to demonstrate a commitment to public services and local democracy/A commitment to a career in planning	E	
17	Commitment to personal training and development	E	
18	Flexible approach to working time/arrangements with the ability to work outside of normal office hours as required	E	
19	Commitment to providing a high standard of service to the public	E	

20	Flexibility, robustness and personal integrity	E	
21	Ability to find creative solutions	E	
22	Self-motivated with a positive and proactive approach to team work	E	
	Special Requirements		
23	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
24	Capable of independent travel to carry out the requirements of the post	E	