Hartlepool Borough Council

JOB DESCRIPTION

Division / Department

JOB TITLE: Graduate Planning Assistant

DIVISION: Neighbourhood Services

GRADE: Band 4

RESPONSIBLE TO: Planning Team Leader (DM)

POST REFERENCE: 105781

Purpose of Post

To assist in all aspects of the Development Control/Management function; under the guidance of appropriate mentorship provide basic guidance and advice following detailed instructions from senior colleagues.

Key Relationships

- Reports to the Planning Team Leader (DM).
- Undertake cross organisational team working.

Main Duties and Responsibilities

1. The provision of professional and technical advice and expertise.

2. To undertake work in relation to all aspects of Development Control/Management including:

    - Following an initial period on the placement provide pre-application advice using the Council's planning One Stop Shop service as a framework for this;
    - under the supervision and direction of senior colleagues processing of minor applications submitted to the Authority under the Town and Country Planning Acts and related legislation;
    - under the supervision and direction of senior colleagues the enforcement of planning control;

- under the supervision and direction of senior colleagues undertake site visits, make notes, take photographs with regard to straightforward planning applications.
- under the supervision and direction of senior colleagues preparation of reports to the Planning and Development Manager or the Planning Committee as necessary;
- under the supervision and direction of senior colleagues relevant survey work and studies.

3. An involvement in all other aspects of the Planning function appropriate to the core duties of the post.

4. To undertake any other duties of a related nature which might reasonably be required and allocated by the Planning and Development Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: October 2026

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.