# BRIGHTON & HOVE CITY COUNCIL

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| **Job Title:** | Planning Apprentice (Chartered Town Planning Level 7 Apprenticeship) |
| **Reports to:** | Principal Planning Officer |
| **Department:** | City Development & Regeneration |
| **Section:** | City Planning |
| **Term:** | 5 year maximum fixed term (depending on experience) |

**Purpose of Job**

Contribute to providing a high quality customer-focused planning and development management service for the city and develop professional expertise to advise on local conservation, enforcement and planning issues in line with statutory frameworks and the council’s environmental and sustainability objectives.

To undertake the Chartered Town Planning Level 7 Apprenticeship.

**Principal Accountabilities**

* To learn and be responsible for planning related activities and enquiries, including the consideration and preparation of reports on planning applications and enforcement reports and the development and implementation of planning/conservation policies and plans
* To learn to manage a caseload which may include complex applications, undertaken with support and guidance and within agreed timescales. This work will include consultations, site inspections, and making recommendations
* Learn to provide advice to the public, external stakeholders and colleagues regarding planning issues
* Liaise effectively with staff at all levels across the organisation and external stakeholders and develop professional relationships with internal and external customers and communicate effectively through written correspondence, telephone or in person..
* Learn how to process and deal with a range of technical paperwork/plans
* Learn how to and assist in the preparation of documents for internal and external meetings and, where appropriate to attend such meetings
* Complete all paperwork and other associated administrative tasks to deadline and in accordance with any associated legislation
* To work collaboratively with colleagues across the service to promote continuous service improvement and ensure that customers receive a consistently high quality of service that is reflected in customer feedback.
* Learn to investigate, collect evidence and prepare reports for enforcement action and advise on complaints of information concerning possible unauthorised works which are subject to control under Planning and associated legislation across the city.

**General Accountabilities**

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

* To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
* To use equipment according to instructions
* To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
* To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy
* To uphold and carry out the duties of the post with due regard to the City Council’s Equalities and Equality in Employment Policies.

The list of duties in the job description should not be regarded as exclusive or exhaustive and you may be required to learn and undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Job Title:** | Planning Apprentice (Level 7 Chartered Town Planner Apprenticeship) |
| **Reports to:** | Principal Planning Officer |
| **Department:** | City Development & Regeneration |
| **Section:** | City Planning |

**Skills, Knowledge and Experience**

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| **Job Related Education, Qualifications and Knowledge** | To hold the Level 3 Town and County Planning qualification or a Level 4 (or equivalent) or above qualification in a relevant subject or equivalent experience.  Demonstrate some technical knowledge of relevant regulations, legislation, policies, procedures and role-related technical expertise  And experience in general office tasks such as filing, timekeeping, telephone enquiries. |
| Experience | Experience of using Microsoft Word, Excel, Outlook, databases and web-enabled systems.  Experience of working in a busy office environment with a strong customer focus.  Ability to present data/information across a range of IT packages and databases |
| Skills and Abilities | Developed communication and interpersonal skills and able to communicate with a wide range of people at all levels  Work effectively within a team environment.  Demonstrate a flexible approach to duties and work on own initiative.  Good literacy skills with an ability to work accurately and pay attention to detail.  Ability to learn to write clear concise reports  Ability to keep information confidential and to work in a data sensitive environment, under the guidance of managers.  Good organisational and time management skills and to meet specific deadlines.  A proactive approach to problem solving  Ability for tact and diplomacy in dealing with customers  Able to work to tight deadlines and under pressure |
| **Equalities** | Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy. |
| **Other Requirements** | Able to work outside normal office hours as required |