CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE

DEPARTMENT: Department of Place	**SERVICE GROUP: Development Services**
POST TITLE: Planning Assistant/Officer	**REPORTS TO: 5TH Tier Planning Manager**
GRADE: Band 5 – PO1	**SAP POSITION NUMBER : 50033637**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes

Key Purpose of Post:

To process planning applications, to prepare evidence for appeals, and to provide advice and guidance to applicants, agents, the general public and members of the Council on matters related to the Planning Service.

To ensure your area of work makes the maximum contribution to the regeneration of Bradford and the achievement of a sustainable Metropolitan District.

To ensure the best practicable level of customer service and to contribute to the achievement of corporate and service targets.

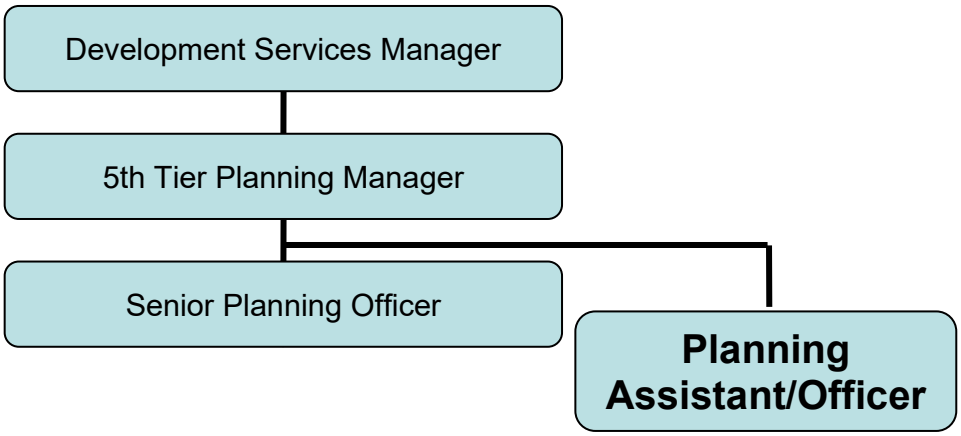
Main Responsibilities of Post:

- To process planning and related applications, initiate publicity and consultations with statutory consultees and other parties who have an interest in a proposal, undertake site visits, negotiate improvements to development proposals and using

professional judgement /assessment in preparing technical reports and recommendations in accordance with the scheme of delegation, work priorities and procedures agreed by Senior Management.

- To ensure as many applications as practicable are determined in accordance with set targets and priorities.
- To advise the general public and other customers (internal and external) on the need for planning permission and the likelihood of a pre application proposal receiving support within pre-determined guidelines.
- To process informal, formal and statutory requests for information relating to planning and associated proposals affecting land and property, including freedom of information requests.
- To attend and when required present written reports or information to Area Planning Panels and Regulatory & Appeals Committee.
- To prepare statements/proofs of evidence for planning appeals, represent the Council at the Inspector's site visit, be the sole representative of the Council at informal hearings and appear at Public Local Inquiries where required as the Council's expert witness.
- To continuously keep up to date with relevant legislation, government guidance and policies and provide advice to others on interpretation, as required.
- To attend training courses and seminars as necessary to continually update technical and professional skills and to disseminate this knowledge to others in the service as required.
- To secure appropriate community benefits, and "added value" to proposals, in accordance with corporate priorities and national planning policy guidance.
- To participate in any specialist group or working party (internal and external) as required
- To attend and participate in public meetings as required.
- To explain Council policies and the Development Management Process to the general public and other customers (internal and external).
- To respond to enquiries from the general public and other customers (internal and external) in accordance with the Council's standards and procedures.
- To alert the Senior Planning Officer, Area Planning Manager and/or the Development Manager to any potential failures to meet service delivery objectives.

Structure:



Special Knowledge Requirement. Will be used for shortlisting.	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Level 1: Basic knowledge of Town Planning legislation, development management procedures and central government planning advice.	√
Level 2: Basic knowledge of Town Planning legislation, development management procedures and central government planning advice.	√
Level 3: Proven knowledge of development management legislation and practice, development management procedures and national planning policy guidance and advice.	√
Level 4: Thorough knowledge of development management legislation and practice, development management procedures and national planning policy guidance and advice.	√
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of Work.	√
Uses a range of IT packages relating to area of work including Microsoft Word and Outlook.	√
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	√
Knows and understands how to use, interpret, handle and communicate Information.	√

Relevant experience requirement: Will be used for shortlisting
Experience working in a Planning office or related environment. Experience working as a planning assistant. Development Management experience in a Local Planning Authority. Development Management experience in a Local Planning Authority to be gained since becoming eligible for MRTPI or equivalent. Proven ability to deal with major planning applications. Proven ability to communicate and negotiate confidently at Planning Panels and regulatory and Appeals Committee, and to represent the Council at Public Inquiries.
Relevant professional qualifications requirement: Will be used for shortlisting
Level 1: 2 'A' Levels or NVQ Level 3 or equivalent **Level 2:** Appointment/Progression to Scale 4/5 (a) 2 'A' Levels or NVQ Level 3 equivalent and experience working as a planning assistant or (b) A degree or equivalent Appointment direct to Scale 5: RTPI recognised planning degree/ qualification or equivalent **Level 3:** RTPI Recognised Degree or qualification or equivalent. **Level 4:** An RTPI recognised Degree or Qualification or equivalent and Membership of the RTPI or equivalent.
Core Employee competencies to be used at the interview stage.
Carries Out Performance Management
Covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.**
Carries Out Effective Decision Making

Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
Special Conditions:
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

Compiled by: MY/JE **Date: 17/07/2017**	**Grade Assessment Date:**	**Post Grade:**