Job profile

Development Management Student

Grade A

Group: Communities and Environment
Service: Development and Public Protection
Location: Civic Centre
Line Manager: Assistant Development Manager
Car User Status: Casual (pool car/electric car also available)

Job Purpose
To process planning applications, pre-application advice requests, discharge of conditions, appeals and service improvements as allocated and other associated development management work

The key roles of this post will include:

1. To consider and process planning applications through all stages of the development management process from pre-application advice to recommendation to managers and committee and discharge of planning conditions. To handle planning appeals at written representation stage.

2. To provide general planning advice including pre-application stage.

3. To liaise with other relevant services and outside bodies as required.

4. To undertake any administrative procedures necessary for the smooth progression of planning applications through the system

5. To be an effective team player and contribute to service improvement initiatives

6. Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge & Qualifications

Essential:

Knowledge
- Town Planning
- Computer Literate
- Strong Customer Focus

Experience
- Working within a team
- Working on own initiative and taking responsibility
- Managing own workload
- Good negotiation skills

Qualifications
- Undertaking a relevant degree course or equivalent

Desirable:

Knowledge
- Development Control practice and legislation
- A wider understanding of the town and country planning system and legislation
- Microsoft Office or similar operating systems

Qualifications
- Have attained a good general GCSE/A-level or equivalent. Student member of RTPI or similar

Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences