



JOB DESCRIPTION & PERSON SPECIFICATION

Group:	CHIEF EXECUTIVE'S
Division:	REGENERATION, PLANNING & HOUSING
Section:	PLANNING
Sub Section:	PLANNING APPLICATION
Post Title:	PLANNER (LEVEL 1)
Vision Post Number:	4788, 10625
Grade:	GR8
Responsible to:	TEAM LEADER (PLANNING APPLICATIONS)
Posts Reporting to this Post:	
Team:	
DBS Required Level:	NONE
Location:	SARDIS HOUSE
Date of Description:	OCTOBER 2014

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality services.

SPECIFIC RESPONSIBILITY

1. To contribute to the achievement of the objectives and performance targets as set out in the Business Plan.
2. To assist in the processing of planning and other applications in accordance with relevant legislation, Council policy, procedures and targets. The applications will mainly focus on householder applications.



3. To deal with general enquiries.
4. To assist in the management of caseloads in consultation with your line manager.
5. To assist in the preparation of statements and evidence for planning appeals, mainly written representations but attendance at hearings/inquiries as required.
6. To contribute to the effective enforcement of planning control
7. To provide timely and accurate advice to all consumers of the service.
8. To contribute to the effective operation of the team.
9. To undertake duties commensurate with the grade in accordance with the purpose and accountabilities of the post.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Knowledge of Planning / Development Control, Building Control and Conservation.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Willingness to work towards planning qualification</p> <p>Evidence of recent training and/or continuing professional development.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	Experience of working within a planning environment.	Experience of work in development control.
COMPETENCIES	Tech. Specialist and Prof. Competency Framework	
Working in Partnerships and Teams	<p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues.</p> <p>Will go 'over and above' what's normal to contribute to the team's effectiveness.</p>	

<p>Professional Expertise and Development</p>	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional area.</p> <p>Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within Council and in other organisations.</p>
<p>Communicating Effectively</p>	<p>Adapts their style of communication to suit their audience including ‘translating’ technical language.</p> <p>Produces excellent and accessible written information.</p>
<p>Focusing on Service Users</p>	<p>Is very approachable and encouraging to customers, whilst remaining professional and unbiased.</p> <p>Sets clear and realistic expectations for customers.</p>
<p>Achieving Results</p>	<p>Sets objectives and targets based on team, division and Council’s strategy and business plans.</p> <p>Creates effective action plans identifying the relevant stages required to complete a project.</p>
<p>Being Accountable</p>	<p>Takes a positive attitude towards delivering work.</p> <p>Takes full responsibility for delivery of tasks.</p>
<p>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</p>	