



Ipswich Borough Council
Job Description: X47

Planning Technician Apprentice

Main Purpose of Job

This apprentice position is intended to offer on-the-job training while the apprentice undertakes relevant tasks to assist and deliver related activities within the planning team and follows an approved programme of professional planning education.

There are three key areas for this apprenticeship position, whose overall purpose is:

- **Development Management:** To assist and support with a caseload of straightforward planning and related applications and pre-application advice enquiries.
- **Policy & Strategy:** To undertake research/evidence gathering and analysis to participate in the development of strategic planning policy.
- **Planning Administration:** To assist and support the reception, validation and administration associated with planning and related applications, and undertake back office elements inherent in the processing of applications

Main Duties

1. The processing of straightforward planning and other related applications, including drafting assessments, reports, recommendations, decision notices with appropriate professional mentoring. Assisting professional officers in the preparation of draft assessments, reports, recommendations and decision notices in more complex cases at all stages from pre-application to post decision activity.
2. Researching and identifying relevant planning constraints and stakeholder interests as part of the provision of the pre-application advice service and the consideration of applications. Advising potential applicants and professional agents upon planning policy and merits with appropriate professional mentoring. Negotiating with applicants and professional agents at all stages of the pre-application and application process with appropriate professional mentoring.
3. Carrying out site surveys and inspections to evaluate planning and related pre-application enquiries and applications. Undertake appropriate liaison and negotiation with consultees and stakeholders to ensure the timely and efficient

delivery of pre-application advice and application consideration in a solutions focused manner.

4. Providing written and verbal advice to members of the public, professional agents, developers and others on straightforward planning application matters.
5. Assisting professional Officers in the preparation of planning appeal statements and evidence, and attending and supporting the presentation of the Councils case at Hearings and Public Inquiries
6. Liaising with Enforcement Officers regarding condition compliance and unauthorised development in straightforward cases with appropriate professional mentoring.
7. Carrying out any other duties as required by the development management service lead officer, manager or senior professional officers.

Planning Strategy

8. Implementing, operating, and where appropriate, developing planning policy related monitoring systems with appropriate professional mentoring.
9. Data and evidence gathering and analysis together with report drafting to inform the consideration and preparation of planning policy issues and strategies including straightforward development plan, supplementary or other policy or strategic activity.
10. Working with the public and communities in planning related engagement and other community involvement activities to support the informed development of planning strategies and the preparation of Neighbourhood Plans.
11. Assisting professional Officers in the preparation including analysis and reporting of more complex development plan, supplementary and other policy or strategic documents
12. Preparation of presentational documents including maps, charts, diagrams and wall displays to support effective public and community engagement activities and formal Council consideration of policy and strategy proposals and report
13. Carrying out any other duties as required by the planning policy service lead officer, manager or senior professional officers.

Planning Administration

All aspects of the operational administration of pre-application, planning and other application related support at all stages of the planning process, with appropriate professional mentoring, including; Sorting and distribution of post; Maintaining filing system and archiving files in accordance with instructions and laid down retention periods; Scanning documents and/or sending faxes;

Inputting information into databases, ensuring its care, accuracy, confidentiality and security in accordance with established policies and procedures. Receiving calls from internal or external sources, answering straightforward queries or signposting the caller to colleagues or external sources of information for help where appropriate and with appropriate professional mentoring.

Providing good customer service when handling written or verbal enquiries and other contact with members of the public, applicants, professional agents, Councillors and other stakeholders.

Using appropriate planning related software and GIS systems. Setting up and maintaining straightforward spreadsheets to record and share relevant information.

Liaising with colleagues in other teams or services or external contacts in arranging straightforward meetings or events (e.g. training courses) with appropriate instruction and mentoring.

Maintaining stationery supplies. Processing orders and invoices under instruction.

Working co-operatively with others across teams and services both with the Council and externally as directed.

Carrying out any other duties as required by the development management service lead officer, manager or senior professional officers.

Person Specification

Planning Technician Apprentice

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none">• 5 GCSEs (grade A* - C or 4-9) or similar level of qualification including English and Maths• Demonstrable interest and enthusiasm in studying for a Level 4 qualification.	<ul style="list-style-type: none">• Willingness to learn and develop skills relevant to job.
Specialist Knowledge & Skills	<ul style="list-style-type: none">• An interest in planning• Good working knowledge of IT such as Microsoft packages or equivalent.• Able to plan and organise own workload, taking responsibility for delivery of tasks.• Ability to use initiative to find information from other sources in order to resolve a problem or situation.• Knowledge and understanding of the principles of excellent customer service.• Awareness of equality and diversity.	<ul style="list-style-type: none">• Understanding of confidentiality and data protection requirements in the workplace.• Awareness of own personal responsibility for health and safety.

<p>Interpersonal & Communication Skills</p>	<ul style="list-style-type: none"> • Good verbal and written communication skills. • Competence to build positive relationships, gather views and experiences. • Aptitude to record and present information in a variety of formats. • Demonstrates the set of values and behaviours of the organisation. • Professional and polite when dealing with colleagues. • Deals with enquiries in an efficient and effective manner. 	<ul style="list-style-type: none"> • Confident in dealing with a variety of people at different levels and building strong networks.
<p>Relevant Experience</p>	<ul style="list-style-type: none"> • Ability to prioritise workloads and evidence good time management skills. • Understands customer needs and has an awareness of good customer service. 	<ul style="list-style-type: none"> • Working with a range of people in a variety of settings. • General office experience.
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • Commitment to study and learn outside of work. • Demonstrates a positive attitude and willingness to be flexible. • Ability to demonstrate self-motivation and a commitment to personal development. • Flexible working across location, day time, and occasional evenings and weekends. • Willingness to develop knowledge and understanding of the services provided by the councils. • Ability to travel to other sites / office locations and to attend training. 	<ul style="list-style-type: none"> • Knowledge and use of general office equipment

