

JOB DESCRIPTION

Job title: Planning Apprentice
Directorate: Planning
Grade: Apprentice Grade

JOB PURPOSE:

The post holder will work within the planning directorate and support the work of the 4 teams:

- DM Systems and Technical Support
- Development Management
- Planning Policy
- Major Planning Projects and Technical

All stages of the placement will be supported by a nominated member of staff with expertise in the designated work area.

The work based placements will support the learning aspects of the apprenticeship leading to a Level 3 NVQ in Planning.

KEY ACCOUNTABILITIES:

- Supporting the work of the Technical Support team to deliver effective administration of the statutory planning function including: logging applications and enforcement queries; assisting with administrations for committee reports and appeals: general administrative support for the planning officer
- Working with the case officer to assist with all aspects of the planning process within the Development Management team including: processing simple planning applications; responding to queries on planning issues: preparing appeal statements etc.
- Working with the Planning Policy team work on the emerging South Downs Local Plan, approximately 50 neighbourhood plans in various stages of preparation and minerals and waste plans that are prepared in partnership with the counties. You will support officers particularly in dealing with public consultation work, monitoring and preparing evidence.
- Supporting the Major Planning Projects and Technical team who deal with strategically important development sites that are capable of providing hundreds of homes and significant employment floor space which can be complex and interesting with a high public profile. You will help support officers across the team which contains technical specialists in design, conservation and landscape, particularly in public consultations, preparing evidence and conducting research exercises.

CORPORATE RESPONSIBILITIES:

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act

- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role