

Trainee Planner

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Planning Officer

JE reference: IHE1012

Grade: 8

Job purpose

Responsible for assessing and making recommendations on small, less contentious planning applications and requests for advice to ensure adherence to legislation, policies, environmental, social and economic impact to effectively regulate development in a sustainable manner.

Job specific outcomes

Responsible for assessing small and more routine planning related applications (e.g. trees, listed buildings), appeals and requests for advice. Checking these against a range of policies and other factors, together with the relevant legislation to meet the targets set out in the Business Plan.

After an initial period of training with more Senior Planning Officers / Officers, independently conduct site visits on the smaller, less contentious cases. Recording all features of importance, to assess the proposal in situ. Drawing recommendation by providing a rationalised and professional written report which sets out the key influencing factors so that decisions are made with the best advice and evidence.

Ensure necessary information is received and assessed, identifying issues, seeking additional information and taking responsibility for negotiating impartsments with applicants and architects when required.

Present, as appropriate, any recommendations on planning related applications to colleagues, so that decisions are made with the best advice and evidence.

Represent Planning, along with other more Senior Planning Officers / Officers at public events and exhibitions, in a professional manner to ensure the Government's reputation is maintained.

Draft the relevant information (e.g. reports and approved documents), for the public registers, so that it can be published in a timely manner and transparency can be maintained.

Liaise with Legal Advisors to produce agreements for the Head of Development and Land to sign off on.

Provide feedback on any relevant policy and procedures to ensuring that regulatory functions are fit for purpose and meet societal and best practice requirements.

Statutory responsibilities

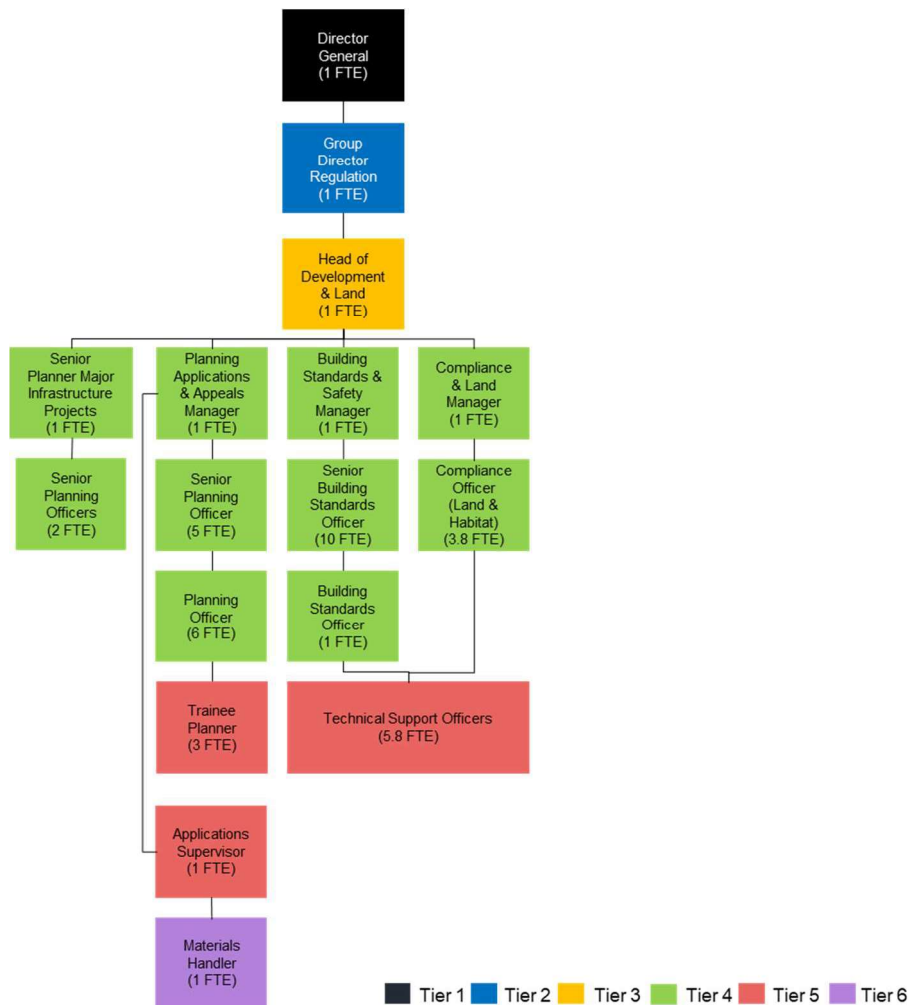
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Planning Applications and Appeals

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A technical qualification in planning, architecture or a closely related discipline (HND or equivalent)</p>	<p>Able to undertake additional study and examination to achieve a Masters or equivalent qualification. To enable entry to the Royal Town Planning Institute as a Chartered Member.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge and understanding of relevant legislation and policy and the ability to apply these and explain to others.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government</p> <p>The Infrastructure Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role</p> <p>Economic forces and the political sensitivity of planning issues</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package</p> <p>Ability to read and assess drawings and other complex technical data.</p> <p>Driving licence (Group B)</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving, negotiation and influencing skills. With proven ability to handle and interpret a range of information from a variety of sources</p> <p>Confident in drawing conclusions</p> <p>Strong relationship building skills</p> <p>Ability to present</p>	

	effectively, both verbally and in writing Ability to draft written materials (e.g. letters, reports, discussion papers, proposals)	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	.	Up to 3 years' experience in a planning environment

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities, attributes and behaviour indicators.

Organisation chart

