

## Job Description

<b>Job Title</b>	Town Planner Degree Apprentice
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning
<b>Grade</b>	AP5
<b>Competency Level</b>	1
<b>Salary</b>	£25,583
<b>Job Type</b>	Office Based/Hybrid
<b>Location</b>	Cunard Building and City Wide
<b>Disclosure and barring service (DBS)</b>	Not Applicable
<b>Job Evaluation Ref No</b>	N/A - Apprenticeship

## Job Purpose

A 60-month fixed-term apprenticeship working in a supportive environment to develop skills and knowledge whilst undertaking the Chartered Town Planner Level 7 Degree Apprenticeship.

Develop knowledge and understanding of planning legislation, regulation and associated technical guidance, policies, and procedures.

Provide technical support for all aspects of the registration, validation and determination of planning applications and assist in the investigation and resolution of enforcement complaints.



### **Directly Responsible For:**

Not Applicable

### **Directly Responsible To:**

Operations Manager

### **Main Areas of Responsibility:**

- Use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme.
- Assist in the preparation & review, implementation, and monitoring of the Liverpool Local Plan.
- Provide support to senior officers in preparation and review of the statutory development plan and other planning policies, including public consultation, Examination in Public, research, data collection, survey and analysis.
- Assist in undertaking key survey and analysis work to inform monitoring work including the preparation of the Strategic Housing Land Availability Assessment, and Authority Monitoring Report.
- Assist in the preparation of an up-to-date evidence base to support the preparation of 'sound' planning policies including the identification, analysis and evaluation of a wide range of information in relation to the physical, social, economic, environmental and demographic development of the City.
- Assist with consultation and engagement on planning policy documents including maintaining and keeping up to date the schedule of consultees.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities.

- Investigate complaints and monitor development; accurately record facts and prepare reports concerning alleged breaches of planning control.
- Validate planning and related applications submitted to the Council in accordance with the agreed Validation checklist; accurately uploading information to the Council's information systems.
- Process and, with support, assess basic types of applications / pre-application enquiries, including organising and collating consultation responses and summarising comments.
- Assist in data management for all aspects of the planning service, including paper and digital records.
- Assist in organising and supporting internal and external meetings, both virtually and in person.
- Advise customers on planning information, including policy preparation, development management and /or enforcement matters.
- Collect and collate evidence, assist in preparing statements and the presentation of the Council's case to support in respect of formal processes such as Local Plan inquiry, planning decisions / appeals and enforcement proceedings.
- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.
- Operate in accordance with objectives, targets and timescales required.

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

- The post will involve sitting for long periods of time.
- The post holder will make some site visits

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Minimum of 112 UCAS points at A-level (grades BBC) or an equivalent (eg BTEC DD) or a Level 3 apprenticeship in a planning related discipline (A)
- Five GCSEs grade A\*-C / 9-4 including English and maths or equivalent (A)
- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role. This will include completing the Chartered Town Planner (Integrated Degree) Level 7 Apprenticeship (A,I)

## Experience

### Essential

- Experience of working as part of a team (A,I)
- Experience of relevant software packages including Microsoft Office suite (A,I)

### Desirable

- Basic knowledge and understanding of Town Planning
- Basic knowledge and understanding of relevant legislation, technical guidance and best practice relating to the Town Planning
- Experience of Mapinfo/ QGIS

## Skills/Abilities

### Essential

- Good communication, negotiation, and interpersonal skills (A,I)
- Good organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative (A,I)
- Able to organise and prioritise workloads, working accurately to deadlines and carrying out tasks in a methodical manner (A,I)
- Strong analytical and problem-solving skills (A,I)

### Desirable

- Ability to deal in a considerate manner with the public, councillors, and officers
- Ability to understand how projects might impact local economies, people, and environments

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Commitment to personal development through training (A,I)