

Graduate Planner

Reference No.	I505.01	Type	Individual
Service	Enterprise, Planning and Employability		
Job Family	Para Professional	Grade	FC7

Purpose

To deal with all aspects of the statutory planning process: processing applications for planning permission for minor changes to domestic property, extensions to business premises. Undertaking project planning in relation to the delivery of the Fife Development Plan and other relevant policy work.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
To process statutory development applications, appeals and related activities with a particular focus and emphasis on business and development proposals linked to jobs and investment opportunities affordable housing applications and legal agreements. Project management and policy work to deliver the Development Plan.	Educated to SCQF level 9, which includes a Degree or equivalent in Town and Country Planning	✓	
Negotiating with developers, agents and property owners, including knowledge of land values and transactions and planning and community gain negotiations.	Confident in dealings with others, including members of the public and politicians (Working Together – See How We Work Matters Framework)	✓	
Processing and determining planning applications including dealing with local business applications, listed buildings, affordable housing applications and legal agreements.	Dealing with sensitive issues on a private and confidential basis	✓	
Undertaking site inspections for all sites.	Ability to work as part of a team or individually	✓	
	Working on own initiative and thinking creatively and	✓	

Role Profile

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	independently within the parameters of relevant legislation		
Consulting and liaising with internal and external agencies, statutory consultees, community groups, etc. as required and delivering excellence in customer service.	Time management skills	✓	
	Customer care skills (Focus on customers)	✓	
Assisting colleagues preparing appeals and hearings as required, attending meetings, and liaise with consultation groups as appropriate to their application case load.	Ability to deal effectively with colleagues at all levels (Take ownership)	✓	
Preparing committee and delegated reports of handling which assess and balance competing/conflicting complex issues, to arrive at a considered recommendation and to meet statutory performance targets in terms of both speed and decision making.	Organisation awareness		✓
	Computer Skills using standard and bespoke packages (Embrace technology and information)		✓
Accurate and timely file management to ensure all procedural and legislative requirements of the planning process are met and decisions taken or recommendation made are legally robust.	Confident in dealings with others, including members of the public and politicians	✓	
	Written and oral communication skills	✓	
Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.			
Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team.	Ability to work in a disciplined manner	✓	
	Ability to work as part of a team or individually		✓
	Awareness of current/topical issues in the professional field of planning		✓
Participate fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.	Knowledge of planning legislation and processes and procedures (Deliver results)	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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Apply legislation and experience to identify solutions to development proposals and develop alternative designs and solutions to address potential conflicts with planning policy and representations from neighbours or consultees.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results