

# PLANNING AND RURAL DEVELOPMENT DIRECTORATE

## **Graduate Planner** **(Fixed term for 3 year, Full-time, Band C)** Based in Grantown-on-Spey

### **Purpose**

To contribute, as part of a small team, to an efficient and effective Planning Service by delivering and improving the technical and administrative processes associated with planning and undertaking planning casework.

### **Responsibilities**

This post is located within the Planning and Rural Development Directorate and is managed by the Planning Manager (Forward Planning and Service Improvement) but will undertake work across the functions of the planning service covering development planning, development management, monitoring and enforcement:

- Reviewing planning applications and preparing weekly reports with recommendations to Head of Planning to “Call-In” certain applications;
- Assessing planning applications in relation to the National Park’s policy framework;
- Preparation and presentation of reports on planning applications and consultations for new development to the National Park Authority’s Planning Committee;
- Undertaking general planning-related casework and queries, including planning condition approval, pre-application consultations and non-material variations
- Assisting the Monitoring and Enforcement Officer in monitoring development, carrying out investigations and resolving breaches of planning control;
- Contributing to planning appeals and preparations for hearings and Public Local Inquiries;
- Ensuring, in liaison with technical support staff, the effective operation of development management casework handling systems (IDOX Uni-Form and Document Management System), using the systems to manage, process and monitor casework;
- Assisting with all aspects of production and implementation of the Local Development Plan and the National Park Partnership Plan, including:
  - Maintaining robust and up-to-date evidence
  - Carrying out site-based surveys to identify sites suitable for inclusion in the Local Development Plan
  - Contributing to the development of policy and guidance
  - Undertaking effective consultation, with accurate analysis of responses
  - Undertaking necessary statutory assessments
  - Monitoring the use of policies and uptake of development sites
  - Maintaining the online Local Development Plan and other E-planning systems
- Undertaking, as and when required, research and collation of information/statistics in respect of delivery of the planning service.

### **Overall**

- Undertaking such other tasks and duties as may be required; and,
- Contributing positively to the work of the Planning and Rural Development Directorate as a whole, and quality service provision to the public through a positive and professional approach to all aspects of the job.

## **Person Specification - Knowledge, experience and training**

### **ESSENTIAL**

- A recognised degree in Town Planning or closely related subject area and eligible for Membership of the Royal Town Planning Institute
- Excellent communication and customer service skills
- Ability to meet tight deadlines with minimal supervision and work effectively and efficiently within the context of a small team
- Spatial awareness skills and ability to accurately interpret drawings and maps
- IT skills – word processing, spread sheets, databases, and presentation software
- Full UK driving licence or access to driver if disability prevents driving

### **DESIRABLE**

- Up-to-date knowledge and experience of Scottish planning legislation, regulations, policies and current practice
- Experience of using and manipulating E-planning systems including Geographic Information Systems, IDOX Uni-Form and Document Management System to process development management functions

**June 2017**