

<b>Role Title</b>	<b>Graduate Planner</b>
<b>Job Family</b>	<b>Regeneration, Planning &amp; Delivery (Place &amp; Design)</b>
<b>Competency Level</b>	<b>All Colleagues</b>
<b>Pay Range / Scale</b>	<b>SO1 – PO3 (Career Grade)</b>
<p><b>Purpose</b></p> <p>As part of the Place and Design team, the role holder will contribute to maximising the effectiveness of planning policies, infrastructure planning, design and conservation and area-based planning to support the delivery of the Borough's growth ambitions.</p> <p>The role holder will assist in the formulation, promotion, implementation, management, and review of planning policy, are based planning and master planning, supplementary planning guidance, and other statutory planning documents, projects and other initiatives, and provide specialist professional advice and guidance on all relevant matters</p> <p>The role holder will assist in the preparation, review, implementation and monitoring of the Council's Local Plan in accordance with statutory processes, government guidance and best practice, also taking into account the spatial, economic, social, and environmental change programmes of the Council and its partners.</p> <p>The role holder will work flexibly across the Place and Design team on different policy themes and on project-based initiatives as required.</p> <p>The role holder will provide a customer focused service compliant with relevant legislation, regulations, and policies.</p>	

<b>Graduate Planner SO1/SO2 (Career Grade)</b>	
<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
Deliver a specialist aspect of service delivery, which engages customers / stakeholders and enables them to make effective use of the service.	<p>The service is delivered to the quality, organisational and professional standards required</p> <p>Customer / stakeholder expectations are managed in relation to what can be delivered.</p> <p>The service meets organisational requirements and reflects customer / stakeholder requirements / needs, within organisational constraints.</p>
Maintain all required records and information. Analyse and interpret complex information, for input into reports.	<p>Procedures are adhered to and all information is correctly recorded and processed.</p> <p>Accurate, complete and relevant information / records / reports are provided for internal and/or external use.</p>
Develop specialist documents / materials / activities to support / promote the service area.	<p>All materials / activities are delivered to the required standards and timescales.</p> <p>Communications are clear, well planned and effectively targeted.</p>

Provide advice and guidance to colleagues, customers and stakeholders. Manage escalated or complex customer issues within the specialist area.	Expert advice, information and support are provided on the full range of issues within the field of expertise. Queries / complaints are effectively managed. Appropriate action is taken to resolve the issue. Customers are satisfied.
Maintain information systems which support the specialist area. Contribute to the development of these systems.	Changes to systems, are identified and recommended. Systems meet operational requirements.
Work closely with others to clarify changing customer / organisational requirements.	Customer requirements are identified and documented. Improvement opportunities are identified and recommended.
Develop good working relationships, develop community links and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally.	Specialist work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Best practice is shared.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained as relevant within the scope of this post.	Safeguarding standards are monitored and maintained in compliance with Council policy
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
<b>Graduate Planner SO1/SO2 (Career Grade)</b>	
<b>Job Specific Accountabilities</b>	<b>End Results/ Outcomes</b>
Contribute to the preparation, implementation and review of the Council's Local Plan and supplementary planning guidance.	Planning policy topic areas are progressed with new policies and supporting strategies delivered.  Existing development plan policies are reviewed, draft new policies, and strategies.

Support research into planning policy issues, address changing national, regional, or local policies and priorities.	Topic papers, studies, reports and briefings with high quality information and produced and shared accordingly. Policy changes are implemented through the Plan making process.
Support statutory processes relevant to the preparation and adoption of Development Plan Documents and Supplementary Planning Documents.	Spatial planning policies and strategies are adopted and published as appropriate. Performance of plan policies and proposals/guidance documents is effectively monitored and delivered.
Assist in monitoring, reviewing, and updating information and data sets, evidence base, and statutory responsibilities in the relevant areas, reviewing or amending policies accordingly.	The adoption and delivery of a spatial planning framework that promotes sustainable and inclusive growth enhances and protects the natural environment, responds to the climate emergency, and meets all legal requirements.
Support the provision of sound planning policy advice to enable a balanced judgement to be made in the context of delivering the growth agenda	High quality well-informed policy and delivery underpins all delivery in the borough.
Support, contribute to and participate in evidence base consultancy projects.	Support commissioning and procurement of consultancy projects as may be required. Support management of consultancy projects ensuring timely delivery.
Support planning policy work at national, pan-London and sub regional level ensuring the Borough's participation/interests are reflected in decisions/projects.	Planning policy consultations – national, regional (GLA), statutory bodies, neighbouring borough etc. are responded to in a timely and thorough manner.
Assist with the carrying out of public consultations and engagements on the local plan/supplementary planning documents. Support the preparation of consultation reports. Support the ongoing review of the Statement of Community Involvement.	Effective consultation and engagement with the community and other stakeholders on planning policy matters.
Ensure relevant high-quality communication is maintained internally and externally with officers, members, and the general public.	All enquiries from stakeholders on planning and related matters are responded to in a timely and thorough manner.

Contribute to team projects and other generic duties (as may be required) appropriate to the grade, skills, and responsibilities of the post holder.	Post holder works on identified project across the team to gain experience across the policy themes and the wider service area
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Graduate Planner PO1 - P03 (Career Grade)	
Generic Accountabilities	End Results/ Outcomes
Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information. Manage escalated or complex customer issues within the relevant area.	Expert advice, information, interpretation, and support are provided on the full range of technical / professional issues within the area of responsibility.  Issues are managed through to a satisfactory conclusion.  Risk to the Council is minimised.
Contribute to the development of service plans to meet strategic business goals.	Strategic and operational input is provided to wider business planning and development.  Customer needs are identified.  Services meet legislative and policy requirements
Research developments in relevant area. Identify and interpret issues/trends Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.	Relevant information / data are managed efficiently and accurately.  Accurate and relevant information / reports / documentation are produced.  Trends and issues are identified and prioritised.  Statutory and procedural obligations are fulfilled.  Management decision making is supported.
Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility	Changes to systems, policies and / or procedures are identified and recommended.  All updates, amendments, developments are tested and approved prior to delivery.  Customers receive prompt, accurate policy / procedural updates.  Service standards are improved.
Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.	Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.  Agreed improvements are developed, delivered, and evaluated.

	<p>Issues and recommendations are brought to the attention of senior managers.</p> <p>Benchmark against best practice authorities and centre of excellence.</p>
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Manage a portfolio of Projects and Reviews</p> <p>Lead on specific projects as required</p>	<p>Projects are delivered to agreed specification, timescales, and budgets.</p> <p>Change initiatives are successfully integrated and implemented across all impacted service areas.</p> <p>Value for money is achieved.</p> <p>Ongoing savings secured.</p>
<p>Develop good working relationships, develop community links, and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally.</p> <p>Co-operate with and support colleagues.</p>	<p>Specialist work area reputation is maintained or enhanced.</p> <p>Stakeholders are engaged with activity relevant to them.</p> <p>Positive feedback is received from stakeholders.</p> <p>Colleagues are supported and required information is provided</p>
Ensure best practice standards and protocols are effectively communicated, monitored, and maintained as relevant within the scope of this post.	<p>Standards are monitored and maintained in compliance with Council policy.</p> <p>Liaison/involvement in London wide monitoring systems to ensure best practice.</p>
Act in accordance with all policies, procedures, and legislative requirements applicable to the role.	All policies and procedures are complied with.

### Graduate Planner PO1 - P03 (Career Grade)

Job Specific Accountabilities:	End Results/ Outcomes
Lead to the preparation, implementation and review of specific planning policy topic areas for the Council's Local Plan and supplementary planning guidance.	<p>Planning policy topic areas are progressed with new policies and supporting strategies delivered.</p> <p>Existing development plan policies are reviewed, draft new policies, and strategies.</p>
Proactively research planning policy issues, address changing national,	Topic papers, studies, reports and briefings with high quality information and produced and shared accordingly.

regional, or local policies and priorities. Ensure required planning policy changes are implemented.	Policy changes are implemented through the Plan making process.
Effectively undertake statutory processes relevant to the preparation and adoption of Development Plan Documents and Supplementary Planning Documents.	Spatial planning policies and strategies are adopted and published as appropriate. Performance of plan policies and proposals/guidance documents is effectively monitored and delivered.
Monitor, review, and updating information and data sets, evidence base, and statutory responsibilities in specific planning policy areas . Amend policies and guidance accordingly.	The adoption and delivery of a spatial planning framework that promotes sustainable and inclusive growth enhances and protects the natural environment, responds to the climate emergency, and meets all legal requirements.
Provide sound advice to DM, Area Regeneration, Housing and other Council colleagues to enable balanced judgements to be made in the context of delivering the growth agenda	High quality well-informed policy and delivery underpins all delivery in the borough.
Contribute to and participate in evidence base consultancy projects. Lead workstreams within these projects as required.	Commission and procure consultancy projects as may be required. Manage consultancy projects ensuring timely delivery.
Contribute to, and lead where necessary, planning policy work at national, pan-London and sub regional level ensuring the Borough's participation/interests are reflected in decisions/projects.	Discussions/meetings in accordance with duty to cooperate requirements/other partnership working arrangements are attended on behalf of the Council.  Planning policy consultations – national, regional (GLA), statutory bodies, neighbouring borough etc. are responded to.
Carry out public consultations and engagements on the local plan/supplementary planning documents. Prepare consultation reports. Review/prepare the Statement of Community Involvement.	Effective consultation and engagement with the community and other stakeholders on planning policy matters.
Ensure relevant high-quality communication is maintained internally and externally with officers, members, and the general public.	Effective planning policy advice is provided to different customers including development management. Enquiries from stakeholders on planning information and related matters are responded to.
Contribute to team projects and other generic duties (as may be required) appropriate to the grade, skills, and responsibilities of the post holder.	Post holder works on identified project across the team to gain experience across the policy themes and the wider service area
Mentoring and project based supervision of apprentices and planning policy officer (S01-P03 career grade), as appropriate.	Junior officers benefit from day-to-day mentoring, oversight and technical knowledge.

Nature of Contacts
<p><b>All</b></p> <p>Deal with internal and external customers</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p> <p>Build and sustain effective relationships with all internal and external stakeholders.</p> <p>Manage relationships with key stakeholders.</p> <p>Provide advice to council colleagues from all services, as required (with support from senior officers).</p> <p>Support senior officers attending and advising at meetings of the Cabinet, committees, and subcommittees.</p> <p>Support senior officers in presenting the council's policies and decisions to communities and community leaders and representatives.</p> <p>Support senior officers in presenting the council's policies and decisions to developers, landowners and other external stakeholders</p> <p>Support senior officers in engaging with statutory bodies and other consultees and representatives.</p> <p><b>PO1-PO3 (In addition to above)</b></p> <p>Liaise and negotiate on behalf of the council (in conjunction with senior officers) with senior representatives of the Greater London Authority, Transport for London, central government and other major partner organisations on matters relating to planning policies and regional strategies</p> <p>Liaise on behalf of the council with major land owners and developers</p> <p>Delegate for principal officers when they are unavailable</p>
Procedural Context
<p><b>All</b></p> <p>Demonstrate flexibility, a positive attitude and ability to adapt to changes due to service needs.</p> <p>Occasionally work from other locations.</p> <p>Occasionally attend work outside normal working hours, including attendance at evening meetings.</p> <p>Take on other reasonable duties as required by Assistant Director of Place and Design, Head of Strategic Planning and Infrastructure, Head of Strategic Planning and Design, and other lead/principal officers.</p> <p>Work within detailed legislative procedures</p> <p>Deal with simple day-to-day problems at the appropriate level without referring to others</p> <p>Make recommendations and provide planning advice based on Council and legislative policies and procedures</p> <p>Work to senior officer direction, within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice to ensure performance standards are met within a framework of policy and legislation.</p> <p><b>PO1-PO3 (In addition to above)</b></p> <p>Assess, manage and/or make recommendations for dealing with difficult problems without always referring to senior officers.</p> <p>Use initiative to develop solutions through reference to precedent and original thinking, within policy.</p> <p>Contribute to the development and delivery of improvements in processes and procedures within the Development Management Service.</p> <p>Support the leadership team to deliver the Place and Design service plan, taking account of changing customer and regulatory requirements..</p> <p>Contribute to long term planning.</p> <p>Support initiatives, projects and improvement programmes within service area.</p>



<p><b>Key Facts and Figures</b></p> <p>Reports to Policy for Place Lead.</p> <p>Expected to occasionally attend work outside normal working hours, including attendance at evening meetings.</p>
<p><b>Resourcing</b></p>
<p><b>Budget Responsibilities:</b> None</p>
<p><b>Reports to:</b> Planning Policy for Place Lead (P07/8)</p>
<p><b>Supervisory Responsibilities:</b> None. At PO1 -P03, to take on mentoring duties for more junior staff.</p>
<p><b>Knowledge, Skills and Experience</b></p> <p><u><b>Knowledge</b></u></p> <p><b>All</b></p> <p>Good understanding of National Planning Policy Framework and the process of preparing a Local Plan, preparation of supplementary planning documents, review and monitoring of Local Plan policy.</p> <p>Good understanding of town planning and the role of development management</p> <p>Good understanding of how services are provided in a Local Government context and political awareness about the issues facing local government</p> <p>Good understanding of town planning and urban regeneration issues in a major city context and how development management can contribute to this</p> <p>Good understanding of the legal and regulatory framework for Town Planning</p> <p>Good understanding of the importance of customer satisfaction with a strong customer focused attitude.</p> <p><b>PO1-PO3</b></p> <p>An in depth understanding of the above</p> <p>An in depth understanding of town planning, urban regeneration issues in a major city context and the role development management contributes to placemaking</p> <p>An in depth understanding of how services are provided in a Local Government context and political awareness and the issues facing local government</p> <p>A deep and through understanding of the legal and regulatory framework for Town Planning</p> <p>An understanding of management concepts, practices and principles gained through experience</p> <p>An understanding of the issues and financial constraints facing local government and how this impacts on the Development Management service</p> <p><u><b>Skills and Experience</b></u></p> <p><b>All</b></p> <p>Self-motivated, enthusiastic, and able to work with minimal supervision.</p> <p>Able to manage conflicting deadlines and a demanding workload.</p> <p>Demonstrable commitment to equal opportunities and equality in employment and service delivery.</p> <p>Ability to communicate effectively using a wide variety of media and methodologies, including written, oral, and visual means of communication.</p> <p>Well-developed interpersonal, persuasion and negotiating skills.</p>



User of Microsoft Office, especially Word and Excel and other relevant software or databases  
 Prior experience of recording, analysing, and reporting complex data and information.  
 Highly numerate, with excellent analytical and problem-solving skills.  
 Experience of working with customers  
 Experience of / ability to prepare reports or carry out research and analysis on planning issues.

**PO1-PO3 (in addition to above)**

Experience of town planning in a major urban context  
 Experience of working on planning policy  
 Experience of preparation of reports to cabinet, committees and sub committees  
 Experience of briefing senior council officers, elected members and external organisations.  
 Experience planning and carrying out public consultation exercises.  
 Experience of negotiation with developers, stakeholders and statutory consultees  
 Experience of delivering a strong customer focused service putting the customer at the centre of the Development Management service  
 Experience of developing and maintaining effective management information systems and resources.

**Indicative Qualifications**

**SO1/SO2**

Degree in planning or closely related subject  
 Alternatively, working towards a degree in a relevant subject or a relevant professional qualification.

**PO1-P03**

A degree in planning or closely related subject  
 Eligibility for membership of the Royal Town Planning Institute

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.