Graduate Opportunities - Planning and Development Officers

2 year fixed term contract with possible 12 month extension

£19,238 - £24,717

Working 36.5 hours per week

Do you have a degree in a built environment related subject? Then why not apply to be a Planning and Development officer

Birmingham City Council are looking to appoint 5 Graduates as Planning and Development Officers at entry level to join one of the country’s most ambitious, innovative and forward thinking Planning and Regeneration Departments.

You will help deliver the City’s growth plans, which includes the development of 50,000 new homes; a sustainable urban extension; retail, office and leisure space and over £1bn of infrastructure. There will be opportunities to work on some of the City’s major projects such as High Speed 2, the Enterprise Zone and Birmingham Municipal Housing Trust projects.

You will work with different service areas, which may include master planning, policy, regeneration, housing development, design, development management, enforcement and transportation. This will help you to gain a broad depth of experience that will enable you to work towards gaining RTPI Chartered Town Planner or RICS Project Management/Development Chartered Surveyor status.

We will give you paid leave to complete your studies if you wish to become a RTPI Chartered Town Planner, but do not already hold an accredited Master’s Degree.

One of the posts is available for an immediate start, with the remaining posts starting in March/April 2017.

Come and join the largest Planning Authority in Europe and we will get your career off to a flying start...

For informal enquiries please contact Jacob Bonehill on (0121) 303 4057

Ref: EC0582016

Closing date: Tuesday 20th December

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful.”
Economy Directorate

Job Description

Post: Planning & Development officer

Salary/Grade: GR3

Division: Planning & Regeneration

Section:

1. **Job Purpose**

   1.1 As a Graduate Officer you will assist in the provision of an efficient and effective Planning and Regeneration service to support the delivery of the overall growth agenda for the City through the work the City Council undertakes on development planning, planning management, housing development, regeneration, enforcement and design and conservation.

   1.2 You will work with different services within the department, and your duties and responsibilities will reflect the service area that you are working with.

2. **Duties & Responsibilities**

   2.1 To assist in the preparation and delivery of planning and regeneration documents, including Development Plan Documents, Supplementary Planning Documents, non-statutory master plans and planning briefs for sites.

   2.2 Collection and analysis of information.

   2.3 Assist with the formulation and drafting of effective policies, proposals and plans.

   2.4 Assist with preparation of evidence for Public Examinations.

   2.5 Assist with the preparation of site-specific detailed guidance.

   2.6 Comment on planning applications.

   2.7 Maintain, monitor and evaluate performance data.

   2.8 To support the delivery of the planning application process in a professional and timely manner in line with agreed policies and procedures, including determination of applications, pre-application advice, appeals and enforcement.

   2.9 Undertake site visits.

   2.10 Ensure that appropriate internal and external consultation is undertaken.

   2.11 Assessment of applications against national and local policy guidance.

   2.12 Support preparation of reports to Committee.
2.13 Assist with the preparation of material for Appeals and Enforcement cases.

2.14 Attendance at Ward, Constituency and Planning Committee meetings if necessary.

2.15 To support the development and implementation of planning and regeneration strategies and initiatives.

2.16 Research and collection of information to support the development, monitoring and evaluation of programmes, projects and activities.

2.17 Assist with relevant statutory procedures, planning and property issues (e.g. Compulsory Purchase Orders), funding etc. matters in the implementation of capital and revenue based programme and projects.

2.18 Support the project management of externally funded investment programmes associated with regeneration activity.

2.19 Assist with delivery of projects in accordance with City Council’s governance, financial and reporting processes as appropriate.

2.20 To participate in the delivery of the City Design and Conservation service.

2.21 Provide advice on planning applications and development proposals.

2.22 Support the preparation of development planning and regeneration strategies and initiatives.

2.23 Assist with the preparation of urban design and conservation guidance.

2.24 To support the planning and delivery of the Council’s house building programme via the Birmingham Municipal Housing Trust.

2.25 Assist in undertaking viability tests and site appraisals.

2.26 Support the preparation of briefs and tender documents, procurement exercises, master plans, design concepts, planning applications, policy and guidance documents.

2.27 Maintain project documentations project plans, cash flow forecasts, issue, and risk register etc.

2.28 Monitoring and reporting the progression on construction / sale of units, and assisting with the preparation of project / contractor performance reports.

2.29 Assist in the identification and monitoring the making good of defects found on completed homes.

2.30 Short-term placement with external contractors to assist key roles such as Architect, Civil/Structural Engineer, Employers Agent, Quantity Surveyor, Clerk of Works and Construction Manager.

2.31 Contribute to corporate development and regeneration initiatives, and assist in the delivery of local services.

2.32 Providing appropriate planning advice.
2.33 Providing advice to other Directorates or services.

2.34 Assisting with environmental and sustainable education.

2.35 Assisting with visits and promotional activity.

2.36 To support engagement, consultation and participation with Departments in the City Council, local residents, businesses, community, interest groups and other organisations.

2.37 Work in partnership with other City Council Departments, public agencies and the private sector.

2.38 Use of a wide range of consultation techniques and approaches to maximise community participation, taking account of the needs of minority ethnic groups, people with disabilities and socially excluded groups.

2.39 Analysis of consultation responses and preparing reports/recommendation.

2.40 Organising and servicing consultation events (e.g. preparing consultation material).

2.41 Providing information on general planning and regeneration matters.

2.42 Dealing with correspondence, telephone enquiries, complaints etc.

2.43 Making information available for the Council’s website and other public documents.

2.44 Research, collection of information, writing reports etc.

2.45 Attending meetings as appropriate.

2.46 Such other duties as may reasonably be required from time to time commensurate with the grade.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

   Principal Officer within Team

3.2 **Level of Supervision**

   Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**
Attendance at meetings and other activities that fall outside normal office hours will be required.

6. **Contacts**

Appropriate staff throughout the Directorate and the rest of the Authority.
Appropriate staff of Government Departments, Statutory Undertakers and other outside bodies.
Members of the public, business community, developers and interest groups.
Elected members and Ward Committees.
Private Developers, Architects

Observance of the **City Council’s Equal Opportunities Policy** will be required.
Economy Directorate

Person Specification

**Job Title:** Planning & Development Officer  
**Grade:** GR3

**Division:** Planning and Regeneration  
**Section:**

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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| **Experience**  
(Relevant work and other experience) | 1. Experience of working in a planning, regeneration construction or related environment through employment, work experience or placements.  
2. Knowledge of key planning, regeneration and development issues in Birmingham, including:  
   • Preparation of statutory plans (e.g. the Local Plan).  
   • Planning application process  
   • Housing development / construction process  
   • The role of architecture, design and conservation  
   • The Importance of project management | AF/I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to identify problems and find solutions.  
2. Ability to work flexibly and within a team environment.  
3. Ability to effectively use office IT systems.  
4. Ability to work with and gain the co-operation of a wide range of people and organisation.  
5. Ability to communicate clearly and effectively, both verbally and in writing.  
6. Ability to organise own workload.  
7. Understanding of and ability to consider equality issues | AF/I/T |
| **Training** | Demonstrate the commitment to and record of continuous professional development, including a willingness to work towards becoming a RTPI Chartered Town Planner or RICS Project Management / Development Chartered Surveyor. | AF/I |
| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualification | Degree in a relevant discipline | AF/C |