

Post: Planning Intern

- Salary/Grade: National Living Wage – from £4.20 to £7.83 per hour (age dependant)
- Hours/Days: 37 hours per week
- Fixed Term/Perm/Temp/Casual: Fixed term for 1 year
- Location: Bolsover District Council, The Arc, Clowne
- Closing Date: 29th March 2019
- Interview Date: w/c 8th April 2019

Job Details and Requirements

Would you like to learn new skills and join a friendly team, working in a busy and diverse environment?

If so we want to hear from you.

We are looking for someone with enthusiasm, good communication skills and attention to detail. We are also looking for someone who can help us accelerate our work on assessing the development potential of Council owned land.

You will need to have or be working towards a qualification in urban design, town and country planning or related subject and have an interest in place shaping and urbanism.

In return, you will receive training and valuable experience to help you develop a career in planning.

Contact Details

For an informal discussion about the post, please contact Chris Fridlington, Planning Manager on (01246) 242265 or chris.fridlington@bolsover.gov.uk.

Application Pack

If you are interested in this post, please visit the Jobs pages on the BDC (<http://www.bolsover.gov.uk/index.php/your-council/jobs>) or NEDDC (<http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>) websites.

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted**.

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 or the NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Job Description

Job title	<i>Internship</i>
Reports to	<i>Planning Manager (Development Control)</i>
Direct reports	<i>None</i>
Grade	<i>National Living Wage</i>
Salary range	<i>Living wage £4.20 to £7.83 per hour</i>

Job purpose

To assist the planning department assess the development potential of Council owned land develop a pipe line of sites suitable for development.

Duties and responsibilities

1. To assist with the maintenance and updating of the database of Council owned land.
2. To assist with sifting the database and organising workloads.
3. To assist in plotting sites on map-based ICT systems.
4. To make desk based assessments of potential development sites.
5. To make sites visits and record details of sites and surroundings.
6. To assist with completing business cases for the disposal of land.
7. To assist with making the business case for creating design briefs or making applications for permission in principle for sites with development potential
8. To assist with creating design briefs for sites with development potential
9. To assist with making planning applications for permission in principle for sites with development potential
10. To attend any relevant training courses and conferences as required.

Working conditions

N/A

Physical requirements

N/A

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>Chris Fridlington</i>
Date approved:	<i>07/03/19</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Intern	Section: Development Management		
Directorate: Planning			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Office systems and processes Some understanding and knowledge of planning system 	a, i & c	<ul style="list-style-type: none"> Knowledge of computerised map based applications and ability to interpret and extract information from plans and technical drawings. 	a & i
Qualifications			
<ul style="list-style-type: none"> 5 GCSE's (minimum grade C) to include maths and english 2 'A' levels or equivalent Degree or Masters (or working towards a degree or post-graduate qualification) in either urban design, town and country planning or environmental management. 	a & c	<ul style="list-style-type: none"> Relevant environmental management, planning or urban design qualifications at degree or masters level 	a & c
Experience			
<ul style="list-style-type: none"> Proven ability to use suite of Microsoft products e.g. Office, Word, Excel. Experience of working within a team 	a & i	<ul style="list-style-type: none"> Experience of working in a planning department or local government Experience of working with computerised map based applications 	a & i
Skills			
<ul style="list-style-type: none"> Oral and written communication skills Good attention to detail and accuracy The ability to work effectively with others IT skills such as emails, use of internet, spreadsheets Ability to justify decisions using policy guidance 	a & i	<ul style="list-style-type: none"> Able to work quickly and accurately under pressure Able to identify planning issues from desk based studies and/or site visits Awareness of principles in BFL12 	a & i

Other Requirements:			
<ul style="list-style-type: none"> Genuine desire to pursue a career within Planning 	a & i	<ul style="list-style-type: none"> Driving Licence/Access to own vehicle 	a & c

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>Chris Fridlington</i>
Date approved:	<i>7/3/2019</i>
Reviewed:	