# Role Profile: Graduate Town Planner

| **WHO IS IN MY TEAM?** | |
|---|---|
| **Line Manager (role):** | Planning Director |
| **Team:** | Planning |

**WHAT IS MY ROLE?**

As Graduate Town Planner you will be responsible for directly assisting the Planning Director with the preparation, submission and management of planning applications and appeals, production of planning appraisals and the management of planning projects.

**WHAT AM I ACCOUNTABLE FOR?**

Assisting the Planning Director, including:

- Production of planning and appeal statements, and site appraisals
- Attendance at meetings and minute taking
- Managing planning projects, including liaising with external consultants and clients
- Visiting sites to carry out project work
- Carrying out administrative duties- answering telephones, responding to emails, filing and organising meetings
- Attendance at Council meetings and public consultation events

**WHAT WILL I BRING TO THE ROLE?**

What's desirable:

- Understanding of the UK Planning Process
- Project management experience

What's essential?

- Solid report writing skills
- Excellent communication skills
- Proficient in using MS Office- especially Word, Outlook and Excel
- Ability to multi-task
- Confidence to liaise with clients and other professionals
- Motivated and proactive attitude
- Flexibility to attend occasional events outside usual working hours

**ESSENTIAL QUALIFICATIONS:**

- Undergraduate degree
- Full Driving Licence
- Royal Town Planning Institute accredited degree or Master's degree is desirable, but not essential

**BUDGETARY RESPONSIBILITIES:**

Headcount: No direct line management responsibilities

Financial (Operational / Capital): N/A

Other, if applicable (e.g., payroll sign-off): N/A

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