

## Job Profile

Assistant Planning Officer

Grade E

JE ID Number HAY 69C 50358212

Date: 02.06.2025



Gloucester  
City Council

### About the Job

- This role contributes to the effective processing of planning applications, appeals and the provision of advice relating to planning matters. Including the assessment of Householder applications, Prior Approvals, Lawful Development Certificates, Listed Buildings applications and Advertisement consents. The post will work flexibly as a member of a team ensuring that the service delivers its statutory and other planning functions effectively, efficiently and in a customer focused manner. You will manage your own varied caseload and engage with stakeholders (internal and external) through effective communication to ensure good performance and continuing service improvement.

### This is what we need you to do..

1. Assist members of the public on requests for information and give general planning advice.
2. Manage a case load of applications including all types of householder, and minor planning applications, listed building consents and other proposals relating to the management of development.
3. Undertake consultations on all planning matters as required.
4. Process householder and minor planning applications and deal with related appeals.
5. Undertake site visits to assess planning applications.
6. Provide technical support for planning officers and to Business Support.
7. Assist with post-decision matters such as discharge of conditions, advising on re-submissions and minor amendments.

### Special conditions

- You need to have access to reliable transportation or hold a current, full driving licence which is valid for driving in the UK.

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

## The ideal candidate will have...

### Experience

- Experience of administration in an office environment and providing business support.
- Experience of working in a planning team and processing planning enquiries and cases.
- Demonstrable experience of working with other people and within a team to secure good outcomes within tight timescales.
- Experience of dealing with architects, planning agents, and members of the public.

### Knowledge, Skills and Understanding

- Knowledge and understanding of the planning system, its legislative framework, and the decision-making and appeal process.
- Demonstrable computer literacy and IT skills.
- Demonstrable report preparation skills.
- Evidence of effective analytical and problem-solving skills, with good attention to detail.
- Knowledge of business processes and operational issues relevant to the position.
- Knowledge of town planning and environmental issues.
- Self-motivated and able to see tasks through to a successful conclusion, meeting and prioritising challenging deadlines whilst maintaining attention to detail.
- Contributing successfully to effective team working, in a calm and relaxed

### Behavioural Attributes

Aligns with our Values and Behaviours ([Available here](#))

Expected to perform at level 1 of Gloucester City Council's Behaviours Framework

### Education & Qualifications

#### Essential

- Degree in Planning or related subject.

We recognise the positive value of equality and diversity and pride ourselves on growing a high-performing workforce that is diverse, skilled, talented and represents the community it serves. We recruit the best person for the without regard to race, colour, religion or belief, age, nationality, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, disability or caring responsibilities.; removing barriers to employment wherever we can.



manner, with the ability to prioritise workloads to meet deadline.

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