

 WOKINGHAM BOROUGH COUNCIL		Job Description Salary £22,366		Job Reference 712838, 712839, 712840	
Job Title		Planning Intern			
Service		Planning Service, P&G		Team	Development Management and Enforcement
Location		Shute End			
Reports to		Development Management Team Leader			
Responsible for		N/A			
Grade		Type of position:			Date:
Grade 3		Fixed Term Contract Full Time			December 2023
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>					
<u>Service Purpose</u>					
<p>Development Management & Enforcement – to process circa 4000 planning applications per year outside of the strategic development locations. To provide pre-application planning advice. To investigate and resolve circa 1000 requests per year about alleged breaches of planning control.</p>					
<u>Purpose of the role</u>					
<p>Under supervision, to assist with the validation and processing of planning applications. Under supervision, to investigate breaches of planning control</p>					
<u>Main Accountabilities</u>					
1	Under supervision, validate simple householder planning applications. Plotting the application site on the electronic mapping system. Identifying the site constraints and sending the appropriate consultations. Identify the adjoining property addresses and sending neighbour notifications.				
2	Undertake site visits, taking digital photos and saving these within the electronic document management system.				
3	Using FAQs, respond to simple planning enquiries from the public				
4	Assess proposed house extensions and draft planning application reports arriving at a recommendation which is in line with planning policy				

<u>Person Specification</u>		
Qualifications	Essential	Desirable
	Studying for an undergraduate degree in Planning or a related subject	
Technical Skills.	Essential	Desirable
	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel	Knowledge of electronic mapping system
	Good written and verbal communication skills Able to work under pressure and meet deadlines	
Knowledge	Essential	Desirable
		Understanding of how a Council operates Some knowledge of the Town and Country Planning system
Experience	Essential	Desirable
		Work experience for a local Council Attendance at a public consultation event
Other	Essential	Desirable
	Full driving licence and ability to undertake site visits	
Completed by:	Marcia Head	Date: 8 Dec 2023