

JOB DESCRIPTION

We're seeking a motivated and detail-oriented individual to join our Planning Team as an Apprentice. This is an excellent opportunity to gain valuable experience in the planning field and kickstart your career. You'll be working alongside experienced professionals, learning new skills, and contributing to the smooth operation of our department.

Introduction

You will have the opportunity to work in multiple areas within the team including learning specialist software and the use of industry standard document management systems. You will also be given study time to gain a qualification in Business Administration.

What's the role?

We are looking for an apprentice to join the Business Improvement Team in the Council's Planning Department for a period of 18 months. You will be fully trained to

- Register and process planning applications.
- Upload planning documents for public viewing and comment.
- Manage public and statutory consultee comments.
- Generate essential planning correspondence.
- Send out postal notifications.

The successful candidate will need to be able to work collaboratively with members of the planning team and other departments both internal and external to the Council. Most importantly, you will have the skills to positively engage with members of the public.

What we're looking for

You should have passion, drive and an interest in town planning and be willing to learn quickly. Good interpersonal skills and the ability to work hard in a busy environment are also essential as you will be dealing with members of the public as well as Planning Officers.