WEST OXFORDSHIRE DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Career Grade Planner (Level 1 on the Matrix)	**Location:**	Witney
Department:	Development Management	**Directorate:**	Governance and Regulatory Services
Reports to:	Principal Planner	**Working Hours:**	37 hours
Salary:	£28,600 per annum	**Peer Group:**	PGC9a
Business World Post Number:	101026	**Job Group:**	Level 1 Case and Field Worker
Contract Type:	Permanent	**Direct Reports:**	N/A

Overall purpose of the Post:	The Career Grade Planner supports the delivery of an effective, customer-focused planning service by assessing and managing a range of planning applications, enquiries, and projects appropriate to their level of experience. The role provides a structured development pathway from entry-level to fully qualified Planner, enabling the postholder to build professional competence, technical knowledge, and decision-making capability while contributing to high-quality place-making and sustainable development. The postholder will work under increasing levels of autonomy as they progress through the career grades, taking on more complex casework, providing professional advice, and supporting strategic planning objectives.
Key Tasks and Responsibilities:	**Planning Casework** • Manage a caseload of planning applications, pre-application enquiries, and permitted development requests appropriate to the career grade. • Assess proposals against national policy, local plans, and relevant guidance. • Prepare professional reports, recommendations, and delegated decisions. • Undertake site visits, appraisals, and consultations. **Enforcement** • To carry out all planning enforcement related functions including the processing and assessment of enforcement cases and some planning applications • Carry out site visits to gather evidence • Receive, acknowledge and prioritise complaints in the planning enforcement section. **Customer & Stakeholder Engagement**

	• Provide clear, timely planning advice to applicants, agents, councillors, and members of the public. • Engage with internal teams (e.g., highways, conservation, environmental health) to support robust decision-making. • Represent the service at meetings, committees, and public events as required. **Policy & Technical Support** • Contribute to the preparation, monitoring, and review of planning policy documents. • Assist with evidence gathering, research, and data analysis to support policy development. • Keep up to date with changes in planning legislation, guidance, and best practice. **Professional Development** • Work towards relevant qualifications (e.g., RTPI accreditation) where applicable. • Participate in training, mentoring, and development activities aligned with the career grade framework. • Demonstrate progression through competencies to move to the next grade. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A minimum of 5 qualifications equivalent to NVQ level 2 or GCSE at Grade C/4 or above, must include Maths and English • Ability to build customer relationships • Experience in assessing routine situations and carrying out inspections if and when required • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve routine issues by negotiation • Maintain accurate and up to date records • Demonstrate commitment and resilience to succeed • Excellent written and verbal communication skills • Ability to manage time effectively • Competent in using a range of technology and software packages, including Microsoft and Google
Desirable Requirements Qualifications, Skills and Abilities:	• Proven track record of working in a public sector or similar environment
General Accountabilities:	• Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the Council. • To support the Chief Executive/Returning Officer in administering election responsibilities

Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	September 2026	**Reviewed By:**	Abby Fettes
Checked by HR	Kathryn Dowell	**Date of Issue:**	