

Job Title:	Degree Apprentice Town Planner
Team/Service:	Development & Projects Management
Responsible To (Day to Day):	Development & Project Managers (Regeneration)
Accountable to (Line Manager)	Project Management Team Leader
Salary/Grade:	£19,000

## 1. Key Purpose of Job

- 1.1. To assist in the delivery and programme of works undertaken by the development management & regeneration teams
- 1.2. To learn the role of the town planner in the development & regeneration industry in order to proceed to chartered status by commencing on a Level 7 Degree Course

## 2. Anticipated Outcomes of Post

- 2.1. To assist in the provision of development management services on a range of projects undertaken by the development management & regeneration teams.
- 2.2. Achievement of a relevant town planning qualification as detailed in an apprentice agreement

## 3. Key Duties and accountabilities of the post

- 3.1. Learn aspects of the town planning duties and activities listed below with appropriate support from line management.
- 3.2. Learn a range of processes to effectively and efficiently assist in the development management of regeneration schemes.
- 3.3. Learn a range of computerised systems as appropriate.
- 3.4. Learn aspects of document and data management systems
- 3.5. Work flexibly as part of a team
- 3.6. Undertake study towards achievement of a town planning qualification.

- 3.7. Liaison with internal and external stakeholders including designers, project managers, contractors and clients.

#### 4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. The post holder works as part of a team supporting a large office and a wide breadth of services. The post holder will learn how information is recorded accurately and communicated in a timely manner to enable officers to take appropriate action
- 4.2. The post holder will learn to deal with a wide range of development management & regeneration tasks, exhibiting time management skills and prioritisation of tasks
- 4.3. The post holder will learn the use of specific procedures relevant to the town planning profession and TDA generally

#### 5. Working Environment & Conditions of the post

- 5.1. Office environment (Tor Hill House)
- 5.2. One Day per Week at University Campus, as part of a day release apprenticeship programme, during university term time. The postholder will be able to claim travel expenses, in line with usual company policy for a visit away from the office. Travel may consist of own vehicle, carsharing, or public transport.
- 5.3. Some Site Based Work

#### 6. Physical Demands of the post

- 6.1. The post holder will generally be required to have normal physical effort.
- 6.2. Ability to walk around a construction site unaided for weekly site visits and have the ability on occasions to climb ladders or work at height, e.g. use scaffolding.

#### 7. Key Contacts and Relationships

- 7.1. **External (Client)**- Torbay Council, non-Torbay Council clients including other Local Authorities, Health Care Trusts and School Academy Trusts,
- 7.2. **External (Project Team)**- Consultants and other Contractors associated with the project,
- 7.3. **External (University)** University Training Providers, Lecturers, Other Students,
- 7.4. **Internal** - TDA colleagues at all levels of the organisation,
- 7.5. **Internal - TDA Apprentice, Undergraduate & Graduate Group** - Be supported and involved in any extracurricular events that the Apprentice & Graduate Group may arrange

## 8. Other Duties

- 8.1. To undertake additional duties as required, commensurate with the level of the job.
- 8.2. To undertake study away from working hours to ensure that coursework, exam preparations & other university commitments are maintained to ensure quality exam results.

### Additional Information:

- a) TDA is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay.
- b) This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the TDA at a future date.
- c) This post is eligible for hybrid working
- d) Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.
- e) A criminal record check (disclosure) from the DBS is required for this post and will be undertaken before appointment is confirmed.
- f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) All staff must be committed to demonstrating TDAs core values of Respect, Integrity Adaptability and Empowerment.
- h) If you are required to use your own vehicle on TDA business or drive a TDA vehicle you will be asked to provide information on any driving endorsements
- i) The post-holder is expected to familiarise themselves with and adhere to all relevant TDA Policies and Procedures.

## Person Specification

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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> <li>1. Effective communication skills</li> <li>2. Ability to effectively work to competing deadlines</li> <li>3. Ability to effectively work as part of a team</li> <li>4. Ability to use computerised systems.</li> <li>5. Accuracy and attention to detail.</li> <li>6. Willingness to achieve a recognised quantity surveying qualification.</li> <li>7. Ability to use office equipment</li> <li>8. Ability to work on own initiative</li> <li>9. Exceptional organisational skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to follow procedures</li> </ol>

Essential Knowledge:	Desirable Knowledge:
<ol style="list-style-type: none"> <li>10. Knowledge of Microsoft applications (Word, Excel, Outlook, PowerPoint, Teams, Windows Operating Systems)</li> </ol>	

Essential Experience/Achievements:	Desirable Experience/Achievements:
<ol style="list-style-type: none"> <li>11. Experience working as part of a team</li> <li>12. Experience of managing conflicting deadlines</li> </ol>	<ol style="list-style-type: none"> <li>2. Practical application in the Construction Industry / Planning Sector</li> <li>3. Previous work experience (any field)</li> <li>4. Previous track record of volunteering</li> <li>5. Duke of Edinburgh Award (Bronze, Silver, or Gold)</li> </ol>

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
<p>13. The course pre-requisites can be found on UWE Bristol's website for the course 'Chartered Town Planner degree apprenticeship'.</p>	<p>6. For results to exceed the minimum tariff points required. 7. A Valid UK Driving Licence</p>

Essential - Other requirements of the job role:
<ul style="list-style-type: none"> <li>• Ability to travel around Torbay in order to carry out duties e.g. site visits, as required.</li> <li>• Ability to accommodate extended travelling to university etc outside usual working hours (Time on campus could vary from 08:00 – 18:00, with travel to UWE's facility, in addition.</li> <li>• To carry out self-study in order to work towards the degree outside of working hours to meet university deadlines.</li> </ul>