

## Career Grade Progression Scheme for Planning and Development Professionals

### Introduction

Rugby Borough Council wants to attract and retain the brightest and most able staff to our Planning Team. This post has been graded over a wide band (C-F) to allow for:

- The appointment of less qualified and/or experienced individuals within a scale designed to allow staff to develop within the service
- Rewarding staff who gain further experience and qualifications
- Fast tracking high calibre staff into more senior positions
- Maintaining motivation and aiding staff retention
- Enabling staff to gain a broad range of professional experience
- Allowing for flexibility in resource planning

***Appointment and progression through the scheme will depend on an individual meeting the criteria as set out below, as determined through the personal development review process and in conjunction with the adopted Career Grade Progression Process.***

#### Planning Assistant

**Grade C** (SCP 6 to 11)

#### Minimum requirement:

A minimum of GCSE A – C grades (or their equivalent) in English Language and Mathematics. A good standard of secondary education for example A levels or NVQs and a strong interest in a professional planning or regeneration career

#### Criteria to be met before being eligible to be considered for progression to next grade:

- Achieves performance objectives
- Displays a commitment to own personal development and learning
- Delivers a high standard of service to customers and colleagues
- Demonstrates a positive attitude and approach to work
- Acquires a sound understanding of the application of relevant policy guidance and legislation
- Contributes to a mix of policy, project, development management and enforcement related work
- Provides accurate, objective and balanced advice
- Commences a relevant professional qualification, training or apprenticeship
- Is able to meet the essential criteria set out in the relevant Graduate Planning Officer person specification

## **Graduate Planning Officer**

**Grade D (SCP 12-17)**

### **Minimum requirement:**

A relevant degree or professional qualification which allows for commencement of a relevant accredited qualification; and

Has met the criteria for progressing from Grade C

### **Criteria to be met before being eligible to be considered for progression to next grade:**

- Has at least 1 year relevant experience of the UK planning system and planning work either in a local authority or private practice in the UK
- Achieves performance objectives
- Evidence of continual professional and personal development
- Delivers a high standard of service to customers and colleagues
- Demonstrates a positive attitude and approach to work
- Contributes to a mix of policy, project development management and enforcement related work
- Completes a range of work and or projects with limited supervision.
- Produces clear and well written reports
- Acquires a detailed understanding of the application of relevant policy guidance and legislation
- Provides sound advice to customers and colleagues on a wide range of routine planning, enforcement or regeneration matters
- Assists in public consultation and engagement events
- Assists in the preparation for inquiries and court proceedings
- Is able to meet the essential criteria set out in the relevant Planning Officer person specification

## **Planning Officer**

**Grade E (SCP 20 to 25)**

### **Minimum requirement:**

A relevant degree or professional qualification which allows for commencement of a relevant accredited qualification. Licentiate Membership or eligibility for Licentiate Membership of the RTPI or RICS would ordinarily be expected but the Council will consider applications for progression to this level from outstanding candidates who are not yet eligible for licentiate membership; and

Has met the criteria for progressing from Grade D

### **Criteria to be met before being eligible to be considered for progression to next grade:**

- Has at least 2 years relevant experience working in planning and/or regeneration in a local authority or private practice in the UK.
- Achieves challenging performance targets and objectives
- Evidence of continual professional and personal development and actively shares learning with others
- Demonstrates an ability and determination to provide a high quality service
- Able to demonstrate ability to lead on specific projects and/or major development schemes
- Competently represents the council at committees, tribunals, appeals, courts, examinations and/or hearings
- Produces high quality reports of a complex nature
- Demonstrates evidence of providing a high level of professional advice to customers, colleagues and members
- Actively participates in public consultation and engagement events
- Coaches and supports the development of less experienced professional staff
- Is able to meet the minimum criteria set out in the relevant Senior Planning Officer person specification

**Senior Planning Officer****Grade F (SCP 25 to 30)****Minimum requirement:**

A Degree or Diploma in Town Planning or relevant degree with extensive planning experience in the United Kingdom.

Chartered membership or eligibility for chartered membership of the RTPI or RICS would ordinarily be expected but the Council will consider applications for progression to this level from outstanding candidates who have Licentiate Membership or eligibility for Licentiate Membership.

Will be working regularly on complex planning casework; and

Has met the criteria for progressing from Grade E