

# PROFESSIONAL PATHWAY



YOUR APPLICATION PACK  
TO AN EXCITING FUTURE



**EARN WHILE YOU  
LEARN, EXCEL AS  
YOU WORK**

**Your Apprentice Planning Officer  
application pack includes:**

Introduction to Kent County Council  
Job Description  
Recruitment Selection Criteria  
Vacancy Timetable  
Working for Kent County Council

**Apply online: Be an apprentice /Jobs & Careers /Kent County Council**  
Closing date: 19th July 2024



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June 2024

## APPLICANT INFORMATION PACK

Dear Candidate

### Application for the post of Apprentice Planning Officer, Growth and Communities

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

**IMPORTANT NOTES** to candidates **BEFORE** making an application:

- If you are interested in this opportunity, please apply as soon as possible as the closing date for this advert may be earlier than stated should a number of suitably qualified candidates apply.
- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, ensuring you state clearly your A Level and GCSE qualifications; name of subject; the grade and year of achievement. For example, A Level Maths (Grade A) 2023; GCSE English (Grade 5) 2021.
- When making your application, refer to the **person specification** contained in this application pack and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for (please provide examples). You may also want to use this section to describe why the role appeals to you and how this role fits with your long-term career aspirations.

Your application form (and CV if you uploaded one) will be used to decide whether to shortlist you for the next stage of the selection process.

## **Eligibility Criteria for Apprenticeships**

### **What are the requirements to apply?**

To apply for this role, you will need the following qualifications:

- 3 A Levels - BCC; or
- BTEC National Diploma MMM or
- Access to HE qualifications with 9 Distinctions and 36 Merits Or
- Equivalent Level 3 qualifications worth 106 UCAS points. Please see the following link for more information on [UCAS points](#). or
- Level 3 Planning Technician Apprenticeship.
- Applicants must also hold 5 GCSEs A-C including Maths and English, or equivalent (reformed GCSEs grade 4 or above).

## **Apprenticeship Funding**

This position consists of an embedded apprenticeship qualification. To be eligible for apprenticeship funding, you'll need to have resided in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) continuously for at least three years prior to the start of the apprenticeship programme.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training in England.

If you have any queries regarding your eligibility for the programme, please contact Alison Brimble via e-mail [alison.brimble@kent.gov.uk](mailto:alison.brimble@kent.gov.uk).

**Unfortunately, if you do not meet the above residency requirement and the qualification requirements, we will be unable to progress your application for this role.**

## **First Sift Recruitment Exercise/Shortlisting**

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

## **The Interview**

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date.

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback **after** the decision has been made.

# Introduction to Kent County Council

Visit our website at [www.kent.gov.uk](http://www.kent.gov.uk)

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.6 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

## Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Framing Kent's Future](#) is our top-level council strategy for 2022 to 2026. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

# Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	59 members
Labour (including Labour and Cooperative party)	7 members
Liberal Democrat	6 members
Green Party	5 Members
Independent Groups	4 members

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Community and Regulatory Services
Rob Thomas	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Dan Watkins	Cabinet Member for Adult Social Care and Public Health
Rory Love	Cabinet Member for Education and Skills
Neil Baker	Cabinet Member for Highways and Transport
Dylan Jeffrey	Cabinet Member for Communications and Democratic Services
Derek Murphy	Cabinet Member for Economic Development

# Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please follow this [link](#)

The directorates are as follows:

## **Growth, Environment and Transport**

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

### Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

## **Adult Social Care and Health**

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

### Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.



## **Children, Young People and Education**

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

### **Responsible for services that include:**

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

## **Chief Executive's and Deputy Chief Executive's Department (Amanda Beer, Chief Executive)**

### **Responsible for services that include:**

- Strategy, Policy, Relationships and Corporate Assurance
- Finance
- Governance and Law
- Strategic Commissioning
- Infrastructure
- Technology
- HR/OD
- Marketing and Resident Experience
- Health and Safety
- Business Management and Client Relationships
- Strategic Reset Programme

# Job Description Kent County Council

## Job Description – Apprentice Planning Officer (On successful completion of apprenticeship job title changes to Planning Officer)

<b>Directorate:</b>	Growth, Environment and Transport
<b>Unit/Section:</b>	Growth and Communities
<b>Location:</b>	Maidstone/Hybrid
<b>Grade:</b>	KR3 while undertaking the degree element of the apprenticeship.  KR8 on successful completion of degree element of apprenticeship, whilst completing postgraduate element and the practical element allowing end point assessment of the Accredited apprenticeship.
<b>Responsible to:</b>	Strategic Planning and Infrastructure Manager, Head of Planning Applications and Strategic Programme Manager (Infrastructure)

### **Purpose of the Job:**

The role will have a strong emphasis on personal and professional development and will include the opportunity to undertake a Chartered Town Planner apprenticeship whilst being employed in a planning role.


As the apprenticeship progresses, assist in promoting Kent County Council's position on infrastructure and planning matters relevant to achieving sustainable 'good' growth across Kent,

Train to be a Planning Officer by undertake academic learning via the RTPI accredited Chartered Town Planner Apprenticeship whilst working on a rotational basis, within the Strategic Planning, Planning Applications and Developer Contributions teams. Undertake workplace learning to develop a broad range of planning skills to meet the requirements of the Service and the practical

requirements of the apprenticeship. Completion of the end point assessment of the apprenticeship will provide eligibility for Chartered Membership of the RTPI.

**Main duties and responsibilities:**

1. Under the direction and guidance of supervisors, to assist in the co-ordination and preparation of representations to Local Plans, strategic planning applications, NSIPs and other consultations, working consistently and to relevant timescales.
2. Under the direction and guidance of supervisors, assist in the preparation and review of the Kent Minerals and Waste Local Plan (the statutory development plan), including supporting documents and evidence to support the local plan examination.
3. Under the direction and guidance of supervisors, assist in the preparation of responses to planning applications to ensure that the growth is supported and funded by the correct infrastructure. This will also include assisting in the collection of data in regard to developer contributions and working within the agreed procedures and guidelines, including assessing the impact on KCC services.
4. Under the direction and guidance of supervisors, the carrying out of research, analysis and evaluation for the planning applications, strategic planning or developer contributions teams in order to contribute to the preparation of material for elected Members, the Planning Inspectorate and other stakeholders in the plan making process.
5. To assist the teams by being an effective point of contact when coordinating and facilitating positive working arrangements with local planning authorities, public and private sector partners to contribute to establishing KCC's position around the delivery of sustainable economic and housing.
6. Developing an initial knowledge of less complex planning topics including knowledge of areas and services of the County Council and apply this in a developing professional role in relation to less complex strategic planning matters.
7. Under the direction and guidance of supervisors, provide project administrative and technical support to meet the business needs of the different planning matters.

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8. Under the direction and guidance of supervisors, undertake validation activities for a range of less complex planning applications received within the Group and determine a range of less complex planning applications and submissions in accordance with team policies and procedures. As appropriate, undertake site visits in connection with planning matters.
  9. Engage with managers, supervisors and colleagues, and the education provider during the apprenticeship to undertake the required learning in order to translate theory into practice. Take ownership of learning and development throughout the apprenticeship through the use of reflective supervision and other learning opportunities.
  10. Complete taught modules (including taught classroom-based modules and work based learning modules), assignments and assessments, including the gateway and end point assessment as required within the apprenticeship programme in order to complete the apprenticeship programme.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification - Apprentice Planning Officer (On successful completion of apprenticeship job title changes to Planning Officer)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

**Please note the qualifications required are based on the entry requirements for the Chartered Town Planning apprenticeship.**

Qualifications	<ul style="list-style-type: none"><li>• 3 A Levels - BCC</li><li>• BTEC National Diploma MMM</li><li>• Access to HE qualifications with 9 Distinctions and 36 Merits or;</li><li>• Equivalent Level 3 qualifications worth 106 UCAS points or;</li><li>• Level 3 Planning Technician Apprenticeship.</li><li>• Applicants must hold 5 GCSEs A-C including Maths and English, or equivalent (reformed GCSEs grade 4 or above).</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of working in an office or a customer facing environment.</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• An ability and commitment to learning and career progression throughout the apprenticeship period, in order to reach Chartered Town Planner status.</li><li>• Good written, oral and presentation skills</li><li>• Strong organisational skills</li><li>• Self-motivated and able to work independently</li><li>• Ability to develop positive relationships and work well as part of a team</li><li>• Good IT skills</li><li>• Good negotiation and inter-personal skills</li><li>• Is able to apply learning and experience to solve problems</li></ul>

	<ul style="list-style-type: none"> <li>• Thinks innovatively and brings fresh perspective into the organisation</li> <li>• Demonstrates attention to detail and able to consider the bigger picture</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to attend site across the county in a timely and cost effective manner</li> <li>• Ability to visit sites where the physical environment may present challenges such as uneven ground surfaces and exposed and rough terrain in a range of weather conditions, including at construction, quarry, landfill, and waste sites.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A basic understanding of working for a local authority would be an advantage.</li> <li>• An interest and awareness of the planning and development environment would be an advantage</li> <li>• Understanding of how to use IT applications and knowledge of Microsoft Office, including Outlook, Word, PowerPoint and Excel</li> <li>• Awareness of the importance of confidentiality and data • Good standard of numeracy</li> </ul>
<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

# Working for Kent County Council

## **Salary and Notice**

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

## **Terms and Conditions**

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

## **Pensions**

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

## **Whole Time Employment**

The person appointed will be required to devote their whole-time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

## **Health and Safety Policy**

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

## **Sickness Provision**

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

## **Training and Development**

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

## **Green Travel**

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

## **Other benefits**

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave • Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counselling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

## **Living in Kent**

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).



# Vacancy Timetable

**Closing Date for Receipt of Applications:** This post will close at midnight on Friday 19th July 2024.

**Candidates will be invited to complete a first sift activity:** 22<sup>nd</sup> – 26<sup>th</sup> July 2024.

**Final Stage Interviews:** Shortlisted candidates will be invited to attend interview on 12<sup>th</sup> August 2024.

**Start Date:** Successful applicants will join KCC on Tuesday 27<sup>th</sup> August 2024.

## How to Respond

To apply please visit [www.kent.gov.uk](http://www.kent.gov.uk) to complete an online application form.