



# Recruitment Information Pack

## Senior Planner

Job Closing midnight, 22<sup>nd</sup> June 2026

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# Job Advert

## Senior Planner

	<b>Job Title:</b>	<b>Senior Planner</b>
	<b>Team / Department:</b>	<b>Planning Applications, Development</b>
	<b>Location:</b>	<b>Elizabeth House, Stratford-upon-Avon and Remote Working</b>
	<b>Employment Status:</b>	<b>Full Time, Permanent</b>
	<b>Hours per week:</b>	<b>37</b>
	<b>Working Arrangements:</b>	<b>Hybrid Working</b>
	<b>Salary:</b>	<b>Grade F - £44,075- £47,181p.a. plus Market Forces Payment of £3,000 per annum (for two years from January 2026)</b>

### About Us:

Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 135,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.

At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.

### Benefits:

As part of our team, you will enjoy a comprehensive benefits package, including:

#### Flexibility:

- A minimum of 25 days of annual leave, plus Bank Holidays.
- Hybrid working arrangements with the flexibility to work from home for up to 60% of your hours (dependent upon the role)
- Flexi-time scheme for a better work-life balance.

#### Lifestyle:

- Health Cash Plan Scheme for medical and dental expenses.
- Eye test voucher scheme



- Everyone Active Gym Membership discount

Professional Development:

- Training and Development opportunities.
- Payment of one professional subscription fee

Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

**What to Expect in the Role:**

The Major Applications Team is a busy team dealing with the largest applications across the district.

You will have responsibility for a caseload focussed on Major Planning Applications and other types of applications associated with large scale developments.

You will be responsible for the accurate validation of applications, carrying out site visits, application of relevant policies and guidance, preparing delegated and committee reports and issuing decisions.

You will be expected to show enthusiasm, drive and a high level of personal organisational skills to manage a large volume of simpler applications. You will need good customer skills as the role involves regular contact with District Councillors, Parish Councils and members of the public.

**Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):**

- To validate applications, carry out of site visits, professional interpretation of relevant policies and guidance, assessment of comments and consultation responses received, and negotiate on applications where required.
- Attendance at meetings, preparation of delegated and committee reports and issuing decisions in accordance with the delegated authority to be given to you in writing by the Head of Service.
- Liaise with colleagues, consultees, elected Members and Parish Councils.
- To regularly present your own and colleagues' applications at planning committee

**What You'll Need (Please see Job Description and Person Specification for more details):**

- Ability to provide a high standard of customer care and be an effective communicator.
- Excellent written skills
- Experience of working in a planning applications team
- Ability to prioritise tasks effectively to meet performance measures
- Sound knowledge of planning legislation guidance and procedures

**Right To Work**

Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

**Use of Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.**

Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly



from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

### **Interview Format**

All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact **Emily Napier**, Team Leader Major Applications on **01789 260363** or [Emily.Napier@stratford-dc.gov.uk](mailto:Emily.Napier@stratford-dc.gov.uk) or **Charlotte Dicks** Assistant Team Leader Major Applications on **01789 260308** or [charlotte.dicks@stratford-dc.gov.uk](mailto:charlotte.dicks@stratford-dc.gov.uk)

Applications will close at **midnight** on **Monday 22<sup>nd</sup> June 2026**

Interviews will be held week beginning **Monday 6<sup>th</sup> July 2026**

To apply, please visit our website: [Stratford-on-Avon District Council - Current Vacancies](#) or email [hr@stratford-dc.gov.uk](mailto:hr@stratford-dc.gov.uk)

**The Council is committed to equality of opportunity and aims to create a welcoming, inclusive workplace where we are all able to bring our whole selves to work and perform at our best.**





# Job Description

## Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions, e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title	<b>Senior Planner - Development</b>		
Salary Grade	Grade F	<b>JE ID</b>	A72
Contract Length	Permanent		
Hours	37		
Department	Development		
Section	Planning Applications		
Responsible to	Team Leader (Major Applications) Assistant Team Leader (Major Applications)		
Responsible for	N/A		

#### Role Purpose

To process and determine major and complex minor planning applications and to carry out all other associated professional duties appropriate to the grade in accordance with agreed current service delivery standards

#### Principal Duties and Responsibilities

This job description is not exhaustive and the postholder may be asked to carry out other tasks and duties as assigned by your line manager, commensurate with the post and grading.

- To process and determine all applications submitted under the Town and Country Planning Acts and other related legislation, with minimal supervision. Whilst the majority of these applications will comprise major and complex minor application, you may on occasion also be asked to process other types of applications as workloads require.



- To validate applications, carry out of site visits, professional interpretation of relevant policies and guidance, assessment of comments and consultation responses received, appropriate liaison with colleagues, consultees, elected members, Parish Councils and other third parties, negotiation with applicants, attendance at meetings (on your own or with a more senior colleague), preparation of delegated and committee reports and issuing decisions in accordance with the delegated authority to be given to you in writing by the Head of Service. It also requires good judgment of when to escalate concerns about a case to the appropriate line manager.
- To regularly present your own and colleagues' applications at planning committee and audit & regulatory committee with the support of one of the Planning Managers or the Head of Development.
- To provide high quality written pre-application advice in accordance with agreed current service delivery standards, as well as advice by telephone as part of the "duty officer" rota. To arrange and attend meetings when this is the best way of progressing negotiations.
- To provide appropriate responses and to negotiate with developers as required on discharge of conditions applications and sign off associated decisions.
- To prepare written representations appeal statements; prepare for and act as the Council witness at informal hearings and public inquiries; prepare a draft statement and provide support for an elected member acting as witness for the council; prepare to claim or defend any associated costs case on behalf of the Council; advise the Planning Manager or Head of Service on other witnesses required to defend an appeal.
- To provide support to the enforcement team by acting as case officer in major enforcement cases that require a significant professional planning involvement particularly those linked to the submission & determination of associated planning applications or lawful development certificate applications and including associated informal hearing/public inquiry work when asked to do so by the Planning Manager (Applications & Committee) or Head of Service.
- To attend planning committee at least once each Council year as an observer and to attend all Member training sessions on planning matters throughout the year (unless non-attendance is approved by the line manager).
- To take an active role in staff induction process for all new members of staff within the planning applications and committee team.
- To take an active role in delivering excellent work-shadowing opportunities for elected members and in providing work experience opportunities to young students throughout the year.
- This role includes delegated authority for checking and signing other officers' reports (both delegated and committee), when asked to do so, for any planning or related applications, including LBC's and Notices of Decision for TREE and TPO applications.
- To provide support, information and advice to colleagues within and outside the team, including any Head of Service or the Chief Executive, as well as to elected Members, Parish Councils and third parties.
- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- Through the Appraisal Scheme, review and identify your own training needs for discussion with your line manager.
- To contribute at all times to the teams' delivery of an excellent service and to current service performance measures.



- This is a politically restricted specified post as defined by the Local Government and Housing Act 1989 and the Local Democracy, economic Development and Construction Act 2009.
- This post is considered to be 'public facing' in accordance with the Immigration Act 2016 (part 7). Therefore, post holders are required to speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role.

## **Budgetary Responsibilities**

- To ensure that you operate within the Council's Constitution and Contract Standing Orders.

## **Corporate Responsibilities**

- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- To act positively to create a welcoming, inclusive workplace where all staff are able to bring their whole selves to work and perform at their best. Trust, integrity, approachability and adaptability will be encouraged and valued.
- This is a politically restricted specified post as defined by the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009. (Remove if necessary)
- This post is considered to be 'public facing' in accordance with the Immigration Act 2016 (part 7). Therefore, postholders are required to speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role. (Remove if necessary)



# Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

## Essential Criteria

1	Degree and/or Post Graduate Qualification in Planning.	A/D
2	Full Chartered membership if RTPI or provide evidence that you are actively working towards (to be achieved within 6 months).	A/D
3	Sound knowledge of planning legislation guidance and procedures.	A/I/T
4	Excellent written skills and close attention to detail.	A
5	Effective use of ICT, including GIS.	A
6	Demonstrable experience of working in a development management context	A/I/T
7	Able to prioritise tasks effectively to meet performance measures	A/I
8	High standard of customer care, treating customers with diplomacy.	A/I
9	To speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role. This will be measured during the interview process.	A/I
10	Able to engage with many different types of people and remain calm in difficult situations.	A/I
11	Able to work on own initiative as well as part of a busy team.	A/I
12	Hold a full driving licence, have access to Transport links or an appropriate vehicle with the appropriate vehicle insurance to undertake rural site visits	A/D
13	Able to undertake site visits (some in open terrain).	A
14	Attendance at some evening planning committee meetings and at evening member planning training sessions.	A
15	Acted as Council's witness at informal hearings or public inquiries.	A/I
16	Effective negotiation skills.	A/I



## Desirable Criteria

1	Experience of working with elected members.	A/I
2	Presenting at Planning Committees.	A/I
3	Experience of working on enforcement cases and /or LDE applications	A/I
4	Experience of mentoring other officers within a planning or enforcement environment.	A/I
5	Occasional early morning or late afternoon meetings may be required For part time staff: attendance at informal hearing/public inquiries will require full days	A





# Information for applicants

## Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Senior Planner	Post Ref:	PU0000232
Service Area:	Development	Team:	Planning Applications

Salary Range and Grade	Grade F	£44,075 - £47,181 p.a. plus Market Forces Payment of £3,000 per annum (for two years from January 2026)
Contract Type	Permanent	
Business Mileage	Casual 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	37 hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	8 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	Yes	
DBS Check	Not Required	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	



Participation in Salary Sacrifice Scheme	Halfords Cycle to Work
People with Disabilities	<p>People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on their application form.</p> <p>Under The Equality Act 2010, a person has a disability if:</p> <p>They have a physical or mental impairment.</p> <p>The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.</p>
No Smoking Policy	<p>The Council operates a no-smoking policy throughout all Council premises.</p> <p>Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.</p>

## Interview Arrangements

Interview Day and Date	Week commencing 6 <sup>th</sup> July 2026
Interview Location	Elizabeth House, Church Street, Stratford upon Avon CV37 6HX
Closing Date for Completed Applications	Midnight, Monday 22 <sup>nd</sup> June 2026





# Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary



Flexi time\*



25 days annual leave basic entitlement, plus

- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)

- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period



Flexible Working

(including Homeworking\*, Hybrid Working Environment - Minimum 40% of time in the office\*, Agile Working\*)



Volunteering Opportunities (Paid Leave)

- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Work laptop, keyboard, mouse, additional screen and headset.



Work mobile phone\*

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling



Automatic enrolment into the Local Government Pension Scheme (Career Average Scheme)

Supportive sick pay scheme

Access to training & development



Opportunities for career progression

A commitment to equality, diversity and inclusion



Enhanced Maternity and Paternity pay

Full time working hours 37 per week

(8.45am - 5.15pm Mon - Wed, 8.45am - 5.00pm Thurs/Fri)



Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active

Gym Membership scheme

Professional subscription paid (one essential subscription)



Free office town centre parking

Excellent office town centre location

- Easy to reach by road or rail



\*Not applicable to all roles

