



Recruitment Information Pack

Planner

Job Closing midnight, Monday 1 June 2026

Contents


1. Advert
2. Job Description and person specification
3. Information for applicants
4. Staff Benefits Graphic





Job Advert

Planner

	Job Title:	Planner
	Team / Department:	Department: Development, Planning
	Applications	
	Location:	Elizabeth House, Stratford-upon-Avon and Remote Working
	Employment Status:	Permanent
	Hours per week:	37
	Working Arrangements:	Hybrid Working
Salary:	£39,862 - £42,839p.a.	

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:

We are looking for people who will enjoy processing planning applications, appeals, pre-application enquiries, and all related planning matters in a dynamic and geographically diverse District.

Opportunities will be available to handle proposals for residential, commercial, and employment schemes in both rural and market town contexts and to get to grips with proposals within the West Midlands Green Belt and Cotswolds National Landscape (formerly Area of Outstanding Natural Beauty).

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

- To process and determine all applications submitted under the Town and Country Planning Acts and other related legislation, under the supervision of the Planners Team Leaders and Planning Manager (Applications & Committee).
- Validation of applications, carrying out site visits, professional interpretation of relevant policies and guidance, assessment of comments and consultations received,
- To present your own applications at planning committee (and regulatory committee).
- To provide high quality written pre-application advice
- To be part of the "Duty Officer" rota of planners and senior planners.
- To arrange and attend meetings when this is the best way of progressing negotiations.
- To provide appropriate responses and 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 etc.
- 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.

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

- Planning Legislation Knowledge: Understanding of planning legislation, guidance, and the operation of the planning system as it pertains to development management within a Local Planning Authority.
- Technical Report Skills: Ability to quickly interpret plans and drawings and compile clear and comprehensive reports.
- Collaborative Working: Ability to work effectively and positively with colleagues and Planning Committee members.



- Design Improvement Commitment: Dedication to improving design within development management.
- Educational Qualifications: Holding a degree or postgraduate qualification in planning or a related discipline, and membership (or working towards membership) in the Royal Town Planning Institute (RTPI).

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 Joseph Brooke (Planners Team Leader – West) or Alice Cosnett (Planners Team Leader – East) on joseph.brooke@stratford-dc.gov.uk or alice.cosnett@stratford-dc.gov.uk .

Applications will close at **midnight** on **Monday, 1 June 2026**

Interviews will be held the week commencing **15 June 2026**

To apply, please visit our website: [Stratford-on-Avon District Council - Current Vacancies](#) or email 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

Planner

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	Planner		
Salary Grade	Grade G (£39,862 - £42,839)	JE ID	A100
Contract Length	Permanent		
Hours	Full time, 37 hours per week		
Department	Planning Applications		
Section	Development		
Responsible to	Team Leaders - Planners		
Responsible for	N/A		

Role Purpose

To process planning applications, appeals, pre-application enquiries, and all related planning matters in a dynamic and geographically diverse District.

Principal Duties and Responsibilities

- To process and determine all applications submitted under the Town and Country Planning Acts and other related legislation, under the supervision of the Planners Team Leaders and Planning Manager (Applications & Committee). Whilst the majority of these applications will comprise minor applications and less complex major applications, (and associated listed building consent applications), as well as some lawful development certificate and prior approval applications, you may on occasion also be asked to process other types of simpler or more complex applications.
- This process will include accurate validation of applications, carrying out on site visits, professional interpretation of relevant policies and guidance, assessment of



comments and consultations received, appropriate liaison with colleagues, consultees, elected members, Parish Councils and other third parties, negotiation with applicants, attendance at meeting (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 present your own applications at planning committee (and regulatory committee).
- To provide high quality written pre-application advice in accordance with agreed current service delivery standards, as well as advice by telephone and email as part of the "Duty Officer" rota of planners and senior planners. To arrange and attend meetings when this is the best way of progressing negotiations.
- To provide appropriate responses and 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 or if appropriate public inquiries; prepare a draft statement and provide support for an elected Member acting as witness for the council, if asked to do so by a line manager, advise an appropriate line manager of any potential associated costs case and in situations where additional witnesses may be required to defend an appeal.
- 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.
- To take an active role in staff induction process for all new members of staff within the planning applications and committee team and in delivering excellent work-shadowing opportunities for elected Members.
- 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 your designated team operate within the Council's Constitution and Contract Standing Orders.
- To monitor expenditure and income against agreed revenue and capital budgets for the service and identify corrective action as required. Meet efficiency targets through service and process redesign and identify opportunities to increase income streams and reduce expenditure.
- To identify opportunities for reducing expenditure via different ways of service delivery and provision.



Corporate Responsibilities

- To assist the Council in ensuring that they meet their responsibilities under the Civil Contingencies Act and that effective arrangements are in place for emergency planning and business continuity. Including taking part in the Duty Officer rota.
- 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.
- 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.



Section B: 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	Diploma/Masters in Town Planning or equivalent degree.	A/D
2	Excellent written skills. Able to prioritise tasks effectively to meet performance measures.	A/D
3	Pays close attention to detail.	A/I/T
4	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/D/T
5	Sound knowledge of planning legislation, guidance and procedures.	A/I/D/T
6	High standard of customer care.	A/I/D
7	Effective use of ICT.	A/I/D
8	Supportive of colleagues.	A/I
9	Remains calm in difficult situations.	A/I
10	Ability to engage with many different types of people.	A/I
11	Full clean driving license. Access to car and appropriate vehicle insurance.	A/D
12	Attendance at some evening planning committee meetings and at all evening member planning training sessions. Part time staff, please note – attendance at informal hearing/public inquiries requires full days.	A/I
13	Able to undertake site visits (some in open terrain).	A/I/D
14	Experience on preparing and determining planning applications	A/I

Desirable Criteria

1	Member of Royal Town Planning Institute.	A/D
2	Attendance at informal hearings and/or planning committees.	A/I
3	Experience of dealing with minor applications or work in planning policy team.	A/I
4	Effective negotiator.	A/I
5	Occasional early morning or late afternoon meetings may be required	A/I





Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Planner	Post Ref:	PU0000247
Service Area:	Development	Team:	Planning Applications

Salary Range and Grade	Grade G	£39,862 to £42,839 p.a.
Contract Type	Permanent	
Business Mileage	Casual 45p 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	



<p>People with Disabilities</p>	<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>
<p>No Smoking Policy</p>	<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

<p>Interview Day and Date</p>	<p>w/c 15 June 2026</p>
<p>Interview Location</p>	<p>Elizabeth House, Church Street, Stratford upon Avon CV37 6HX</p>
<p>Closing Date for Completed Applications</p>	<p>Midnight on Monday, 1 June 2026</p>





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*)



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



Work mobile phone*

Volunteering Opportunities (Paid Leave)

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

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

