



Rutland
County Council

Planning Apprentice

Fixed Term until studies are complete

Full Time (37 hrs/week)

Salary: Apprenticeship rate dependent upon age

Are you looking for the opportunity to earn and learn at the same time, and build a professional career? Are you self-motivated, and keen to learn and develop new skills?

We are offering the exciting opportunity of Planning Apprentice. You will support the Development Management, Planning Policy and Land Charges staff in providing the Planning and Land Charges services, providing administrative support to the team, keeping routine planning records up to date and entering data into the planning database system. You will undertake the Level 3 Business & Administration Apprenticeship, alongside full on-the-job training and mentoring from Planning and Land Charges colleagues.

What we need from you... Good IT skills, along with good verbal communication and listening skills. Ideally you will have GCSEs (or equivalent) in Maths and English, however these functional skills can be achieved as part of the apprenticeship programme. You will have the ability to work on your own initiative to think through problems and find solutions within agreed guidelines.

What we offer in return... Work that makes a difference to people's lives within this beautiful county, in addition to structured salary reviews, local government pension scheme, discounted access to 'Active Rutland' keep fit activities and flexi-time to name just a few!

We act as 'One Council' in all we do, with each of us working together in the most effective way to meet the needs of our customers every day – if you share this ethos then we very much want to hear from you.

What to do now... Please view the Job Description for more information about the role. For an informal discussion about the role please contact Justin Johnson on 01572 720950 or email: jjohnson@rutland.gov.uk

The closing date for applications is 18 September 2019 at 23:59. Interviews will take place on 27 September 2019. Please follow the links to apply online.

All recruitment correspondence, including interview details, will usually be sent out via email. If you require documentation/correspondence in an alternative format, please contact the Human Resources Team on 01572 758291 or email: recruitment@rutland.gov.uk.

Rutland County Council is committed to Equality and Diversity and welcomes applications from all sections of the community. Everyone at Rutland County Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm.

