

Job Profile



Job Title	Planning Technical Assistant
Team	Planning Support
Reports to	Planning Performance Team Leader
Politically restricted Y/N	N
DBS check Y/N	N
Date	September 2017

Job purpose

To be responsible for the provision of technical, administrative and procedural support and advice for the Council's Development Management service users.

To be responsible for the receipt and validation of planning applications and provide associated support to the processing of planning applications through to the issue of a decision and during any subsequent appeal.

Main duties and responsibilities

- Maintain timely and accurate records in relation to new planning applications and preliminary enquiries.
- Maintain timely and accurate records in relation to all additional information received that may affect/contribute a planning application/ enquiry or enforcement case.
- Responsibility for revising and updating the Local List, ensuring it remains in line with legislation and government guidance
- Using planning guidance and legal directives decide the appropriate communication method to ensure legal compliance for each application.
- Maintain timely and accurate records in relation to information supplied from multiple sources, ensuring the information is in the correct format and meets legal planning requirements, and where necessary in line with Data protection.
- Ensure representations, appeals and complaints are passed to the relevant officers for appropriate action, within appropriate time scales.
- Maintain on-line records of planning information, ensuring the information is in line with Data Protection legislation.
- Ensure correct notifications and decision documents are forwarded to the customer in accordance with the regulations and Council(s) policies.
- Calculate and provide information on planning fees, ensuring the correct fee for each application, using Government regulation and legislation.
- Obtain, correctly interpret and record accurate information, which other officers rely on.
- Undertake all Development Management support administration in accordance with the Regulations, Schemes and Council's policies and procedures.
- Co-ordinate the preparation, printing and publication of guidance documents.
- Co-ordinate initial appeal documentation for submission to the Planning Inspectorate.
- Ensure financial procedures relating to procurement are adhered to.
- Responsible for raising purchase orders, invoicing, issuing of refunds and reconciliation of receipts as required for audit purposes.
- Represent the Planning functions at meetings providing support as needed – Committee, Agents Forum etc
- Responsible for the processing of Land Charge Search enquiries for the Planning and Building Control Departments by researching map based and computer records and determining relevant planning and building control applications and statutory and non statutory designations e.g. Listed Building, Tree Preservation Order, Conservation Area, Revocation Order, Enforcement Notice, Compensation Claims, etc

- Have a working knowledge of the Town and Country Planning Legislation (Development Management Procedure order) and any necessary information, policies and procedures required to achieve a valid planning application.
- Make decisions as to information required to make an application valid, being able to communicate this to customers in a variety of ways, explaining why the information is required.

Dealing with customers` enquiries and information

- Respond to enquiries from customers, by telephone, face-to-face, electronically or in writing, in accordance with Government regulations, guidance and the Council's Schemes and customer service policy on matters relating to Development Management.
- Pro-actively assist customers to achieve the standard required to submit a valid application in the shortest possible timescale. Positively implementing the Council's equality and diversity and inclusion policy to ensure all people have accessibility to the planning service.
- Respond appropriately and proficiently to customers` enquiries by the skilful application of knowledge and experience of planning, and in respect of all types of customer enquiry.
- Explain complex matters in terms the recipient will be able to understand and to employ tact, diplomacy or a persuasive approach, as necessary. This applies to all types of communication.

Liaising with others

- Liaise effectively with colleagues and other stakeholders (customers, Member, Agents) to exchange information on matters associated with timely and accurate planning/enforcement/conservation information and also other council business provided that it falls within the constraints of Data Protection.
- Make decisions as to who should be consulted on applications.

Supporting tasks and other duties

- Allocate applications to Planning Officers
- Co-ordination of Plans Committee agenda, presentations, speakers list and site visit attendance
- Be responsible for maintaining and updating the S106 process through to decision issued point
- To project manage / co-ordinate special projects across the planning function

Other duties:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

Health & Safety

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

Risk Management

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Manager.

Data Protection

It is the responsibility of the postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

Single Equality Scheme

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Skills	Method of Assessment
Essential	
Good organisational skills	A & I
Flexible approach to the role	A & I
Excellent verbal and written communication skills	A, I & AB
Numerate and able to interpret statistical data	A & I
Ability to prioritise and manage own workload	A & I
Ability to work as part of a team	A & I
Ability to manage change	A & I
Ability to meet tight deadlines	A & I
Technical ability and understanding	A & I
Ability to absorb and interpret complex legislation	A, I & AB
Other job related requirements	
Ability to carry out the duties of the post with reasonable adjustments where necessary	I
<u>Anti discrimination</u>	
Commitment to implement anti discriminatory and equal opportunities policies	I
Ability to travel according to the needs of the job with reasonable adjustments, if required, according to the Equality Act.	A & I