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# JOB

## OUTLINE

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| **Directorate:** Development & Housing | **Section:** Development Management & Building Control |
| **Post No:** DEDM01010 | **Designation:** Assistant Planning Officer | **Grade:** 6SCP 12 - 15 |

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| **Purpose of Job:**To assist in the workload of the Development Management team to efficiently and effectively deliver the core planning services, the Council’s main aims, Key Service Objectives and Targets as set out in the Corporate Plan and Department’s Service Delivery Plan. |
| **Main Duties/Responsibilities:*** Handle a caseload of minor development management and enforcement work including planning and other applications and enquiries of a complexity commensurate with the level of the post and to enable professional development.
* Dealing with the technical and interpretative aspects of customer enquiries on the need for planning permission, site histories and the current status of planning and other applications.
* To provide technical support to planning officers by carrying out site surveys, taking photographs, assembling documentation for meetings, appeals and public inquiries and posting site notices.
* Maintaining computer databases, spreadsheets and GIS systems for planning information and the output of documentation and statistical reports.
* To provide professional advice to and negotiate with, where necessary, other officers, members and stakeholders in respect of all Development Management functions.
* To take a broad perspective of all aspects of the planning service and ensure that the work of the Section is integrated with and supports the whole Department.
* To undertake appropriate continuing professional development in accordance with an explicit plan
* To implement appropriate policies and procedures to ensure quality in both outcomes and service delivery processes
* To assist in the production of local development framework policies and documents and supplementary planning documents commensurate with the level of the post.

In addition, other duties at the same level of responsibility may be allocated at any timeThe Council takes pride in offering equality of opportunity in employment and service provision. It also has a statutory duty to promote equality, and all employees must be aware of that duty and work to the Council’s equality standard  |
|  Date revised: January 2025 |