

JOB OUTLINE

Directorate: Development		Section: Development Management
Post No: DEDM01011	Designation: Planning Assistant	Grade: 4 SCP 8

Purpose of Job:

To assist in the workload of the Development Management division 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 householder and other development management work including planning and other applications and enquiries of a complexity commensurate with the level of the post.
- 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.
- 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 implement appropriate policies and procedures to ensure quality in both outcomes and service delivery processes.

In addition, other duties at the same level of responsibility may be allocated at any time, such as:

- To undertake technical duties involved in the work of the whole Department including the validation and processing of planning, building control and other applications, enforcement complaints, incoming mail, upkeep and updating of various sources of information, filing and the production of plans and technical information.
- To maintain the computer database and produce reports from information it holds.
- To provide objective advice and information to members and other stakeholders in all aspects of the Department's work.

The 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