

JOB TITLE: Administration Assistant (1 year temporary contract)

DEPARTMENT: Built Environment / Development Management

POST NUMBER: 1959

GRADE: 3

ACCOUNTABLE TO: Team Leader

LOCATION: City Offices, Colebrook Street, Winchester

POST OBJECTIVE To review historic planning application files and scan key documents and upload them to an electronic case file. Disposal of paper files.

SPECIFIC TASKS:

1. Recalling files from our third party file storage;
2. Review historic planning applications for statutory documents/plans that need to be scanned and indexed electronically to our Document Management System (DMS).
Includes:
 - a. planning application forms
 - b. main plans
 - c. S106 legal agreement
 - d. S278 highway agreements
 - e. Decision notice
 - f. Appeal decision
3. Arrange disposal of paper files once they are scanned.

Signed

Dated



JOB TITLE Administration Assistant

POST NUMBER: 1959

DEPARTMENT: Built Environment /
Development Management

DATE: June 2025

Requirements		Weighting	Assessment Method
Skills	Able to identify relevant planning documents to be scanned and uploaded to DMS	3	A/I
	Interpretation of documents and drawings	3	A/I
	Keyboard skills	3	A/I
	Use of computer systems and data bases	2	A/I
Experience	Office experience	2	A/I
	Local Authority Experience	2	A/I
	Planning Department experience	1	A/I
Personal qualities	Organised and methodical	3	A/I
	Works with minimal supervision	3	A/I
	Positive and helpful	3	A/I
	Accuracy and attention to detail	3	A/I
Specific Job Requirements	Office based role in Winchester	3	A/I
Qualifications	GCSE or equivalent / Office Practice	2	A/I

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

Assessment

Application Form

A

Interview

I

Tests

T

References

R

Presentation

P

Evidence of Qualifications

Q