

Job Details

Job Title:	PLANNING ASSISTANT – DEVELOPMENT MANAGEMENT
Post Number:	POST000054
Directorate:	Resources
Section:	Development Control and Enforcement
Post Grade:	Tier: 5, Grade: E
Responsible to:	Development Manager
Responsible for:	N/A

Job Purpose

- To provide pre-application advice and guidance on planning matters. To deal with prior notifications, permitted development enquiries, tree applications and householder planning applications.
 - To provide advice on and deal with development control and enforcement matters.
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Main Responsibilities

- To deal with prior notifications for development under the Town & Country Planning General Permitted Development Order 2015, and some householder planning applications including consultations and negotiations, the undertaking of site inspections and the assessment of proposals for development against national and local policy in accordance with legislative and procedural requirements within agreed timescales.
- Provide advice to customers, other officers and agencies on planning matters including the need for planning permission.
- Provide advice on development proposals having regard to the legislative and policy framework to prospective developers and the public.
- Provide advice on and deal with applications relating to proposed works to trees.
- Maintain accurate and full records of work undertaken using the Council's computerised systems.

- Maintain up to date knowledge of the planning process and legislation so that accurate information can be given in response to general enquiries.
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Decision making

- Assess prior notification proposals, applications for works to trees and householder planning applications and recommend approval or refusal of these applications.
 - Determine the needs for planning permission and related consents.
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Financial Responsibilities

- None
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Key Contacts / Relationships

- Planning professionals, solicitors, developers and the public.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Development Manager

Date: September 2015

Version: 1.1 – August 2022. Amended to take into account change to title of

Responsible to: officer, change to name of Section and change of Post Number.

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: PLANNING ASSISTANT – DEVELOPMENT MANAGER

Post Number: POST000054

EXPERIENCE

Essential Criteria

- Experience of working as part of a team. A,I
- Experience of researching and understanding technical planning information, legislation and producing letters and reports. A,I

Desirable Criteria

- Experience of using CIVICA/AUTHORITY and GIS systems. A,I
 - Recent experience of working in planning. A,I
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QUALIFICATIONS

Essential Criteria

- Diploma or Degree in Town Planning or relevant equivalent. A,I
- Member (or eligible for membership) of Royal Town Planning Institute. A,I

Desirable Criteria

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SKILLS & KNOWLEDGE

Essential Criteria

- Understanding and knowledge of current planning legislation. A,I
- Good ICT skills including use of GIS. A,I,T
- Good communication skills – written and oral. A,I

Desirable Criteria

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OTHER REQUIREMENTS

Essential Criteria

- Current full driving licence and access to a vehicle. A,I,D
- Able to meet tight deadlines. A,I

Desirable Criteria

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ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

Version: 1.0 – 21 September 2015