Planning Assistant

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| **Job Title** | **Planning Assistant** |
| **Service Area** | **Planning Development Management** |
| **Grade** | **Grade 3** |
| **Job Reference** |  |

| **Reporting to** | **Responsible for** |
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| Area Team Leader | None |

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| **Team Purpose** |
| Provide expertise to deliver the Council’s outcomes – To deliver planning and placemaking expertise and quality place outcomes and an effective and efficient Planning Service, that achieves and exceeds performance targets and provides excellent customer service. |

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| **Planning Assistant - Job Summary** |
| The post holder will be expected ,with training, coaching and limited supervision, to deliver a timely, high quality customer focused development management service by:   * Assessing, negotiating and writing reports for applications, particularly certificates of lawfulness, householder and others and also preparing responses for preapplication advice, and discharge of conditions. * Handling all aspects of Written Representation appeals including preparing and presenting the Council’s case * Presenting application reports to the Planning Committee supported by a team leader and take part in pre committee briefings when appropriate. * The post will have involvement with local people, applicants, agents, politicians and may require out of hours working on occasion. * Ensuring that your personal performance exceeds that required by the Government and Council key performance thresholds and indicators. * Pro-actively contribute to the development management function which is delivery focused and customer facing in its approach. |

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| **Role Purpose, Requirements and Key Accountabilities** |
| General Role Purpose-To deliver a professional service with high standards of advice and support and resolving cases of varying complexity as they arise. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to council policy.  The specific requirements for a Planning Assistant is set out below.   1. To assess pre applications and planning application, of varying types and scales (excluding major applications), in a timely manner.  * take responsibility for all pre applications and applications allocated to you. * liaise with members, applicants/agents, developers, consultees, objectors etc to discuss and negotiate on proposals, including visiting sites. * actively manage your planning application cases to a successful conclusion, including proactively addressing issues where these can be resolved. * Maintain accurate records of relevant events in the life of the application. * Draft and prepare committee and delegated reports. * Present applications to committee supported by the Team leader and/or the Development Management Manager. * As required undertake day to day work on all aspects of Planning Service, subject to abilities and experience.  1. To assist the team leader in the delivery of the overall Development Management (DM) Service when necessary. 2. To work flexibly as part of the DM Team, and broader development management function, to deliver a first-class DM service, primarily focused on Householder and other applications, ensuring consistency of assessment and decision making with a strong customer focus. 3. To help deliver the overall objectives of the service by working collaboratively across team boundaries. 4. To help secure the Development Management service objectives by generating ideas and innovating; identifying solutions to problems and applying personal and professional skills to achieve results and help to drive change. 5. To work with and contribute to the work of the enforcement team to address breaches of planning control. 6. Ensure enquiries are responded to in a timely manner. |

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| **Equal Opportunities**  a) To promote equality of opportunity in employment and service provision and eliminate unlawful discrimination.  b) To recognise that people have different abilities to contribute to the Council’s goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms. |
| **Business Continuity**  In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations. |
| **Data Protection**  To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation. |

| **Planning Assistant - Qualifications –(E) Essential (D) Desirable** |
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| Educated to degree level qualification E  Recognised (RTPI accredited) degree in Planning or degree in related subject and post graduate qualification in planning. (RTPI accredited) (D) (Note: someone that has completed the majority of a post graduate planning qualification may be considered)  Full Chartered membership of Royal Town Planning Institute (RTPI) (D)  Full Driving Licence – (E) |

| **Planning Assistant - Knowledge, Skills and Experience** |
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| * knowledge of a range of planning issues, including planning legislation and national policy relevant for this role. (D) * preparation and presentation of robust written reports and advice/evidence in a variety of formats. (E) * the ability to assess and analyse planning proposals and consultees information and form a reasoned assessment of the proposal, form a recommendation and report upon it (E) * good communication skills – verbal, written and listening (E) * good presentation skills (E) * IT skills – MS office, (E)   planning systems. (D)   * good understanding of the value and importance of delivering good customer service(E) * knowledge of planning legislation and the development management process appropriate to the role. (D) * negotiation, problem solving and influencing skills. (D) * understanding of the political organisation of local government (D) * experience of a variety of development proposals, pre application enquiries and planning applications (D) * experience within local government planning and development functions. (D) |

| **Special Requirements** | |
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| **Emergency Planning** | This post will be, on occasions, required to take part in the Council’s emergency planning training, and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours. |
| **Election Duties** | This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.  A separate payment for election duties will be made as determined by the regional Elections Committee. |

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| **Standard Terms** | 1. To comply with appropriate legislation, service and council policies. |
| 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the Council’s health and safety policy and procedures. |
| 3. To support and be committed to the Council’s policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. |
| 4. To support the Council’s equalities and diversity policies. |
| 5. To operate within the Council’s IT policies and data protection rules and regulations. |
| 1. To operate within the Council’s financial regulations. |
| 1. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. |
| 1. To participate in internal committees and departmental working parties to ensure continuous improvement as required. |
| 1. Any other reasonable duties as may be required from time to time |

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required. Meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

**Key Policies**

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

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| **Signed (Job Holder):** |  | **Date:** |
| **Signed (Service Lead):** |  | **Date:** |