

Information pack for the post of

**Planning Policy Technician**

#### Job reference number 1278

#### **Closing date: 10 October 2025**

Interview date: TBC

##### **Guidance on completing the application form.**

##### Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

**Disclosure and Barring Service (DBS)**

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

**Politically Restricted Post**

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

Candidature for election

Holding office in a political party

Canvassing at elections

Speaking or writing publicly on matters of party political controversy.

**Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

**Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

**Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

**Equality and diversity**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

**Eligibility to work in the UK**

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

**What happens after I submit in my application?**

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail [**recruitment@spelthorne.gov.uk**](mailto:recruitment@spelthorne.gov.uk) with any queries.

### **You are also able to apply online using** [**www.surreyjobs.info**](http://www.surreyjobs.info)



[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)



**Planning Policy Technician**

**Salary:** £25,677 - £37,298 pa plus essential car user allowance

**Hours:** Full-time, flexible working

Spelthorne Borough Council is offering a fantastic opportunity for a talented planner to join our Strategic Planning Team as **Planning Policy Technician**. With the adoption of our new Local Plan anticipated this autumn, this role will be part of a team who help shape the future of Spelthorne borough.

**About the Role**

This is a core position at the heart of the strategic planning and economic development teams. You’ll play a key role in:

* Assisting with the preparation of the Council’s Local Plan, other planning policy documents and strategic planning work.
* Reports on the regular monitoring of policies and development in the Borough and other research and surveys
* Assisting and supporting team projects and events including preparation of documents, plans, displays and background information for events such as public consultations
* Assist and supporting the general administration of the Strategic Planning and Enterprise team’s work, including payments and invoicing and maintaining records of these.
* Assist in maintaining the team web pages
* Maintain records for Economic Development

**What We’re Looking For**

We’re seeking an enthusiastic and motivated individual with administrative experience. You need to have:

* Good diplomacy and interpersonal skills.
* Able to work as part of a team and take direction.
* Good writing, organisational and analytical skills
* Ability to think creatively.
* Flexibility and ability to balance workload priorities.

The role also involves regular site visits across the borough to monitor development.

**Why Join Us?**

Spelthorne is a small council with great people—dedicated, passionate, and proud of the work they do. You’ll be joining a supportive, flexible team and forward-thinking team committed to sustainable growth and community wellbeing. This is your chance to make a tangible impact on the borough’s future while developing your career in a supportive and ambitious environment.

**Other key information**

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council’s policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts.  These posts fall within the scope of the Code of Practice on English language requirement for public sector workers.  The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note that as part of the employment checks, this post has an essential car user allowance attached to it. A valid driving licence, and access to a vehicle insured for business use will be required.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network.  Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return we can offer excellent conditions of service with a benefits package that includes flexible working hours, working from home opportunities, pension scheme, free parking and at least 23 days’ paid leave per year (pro-rata for part-time).

For more information on this position, please contact Jane Robinson, Local Plans and Infrastructure Manager on 01784 446367 or email [j.robinson@spelthorne.gov.uk](mailto:j.robinson@spelthorne.gov.uk).

**Closing date:          10 October 2025**

**Interview date:       TBC**

**To apply please use the ‘apply online’ button below.**

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

***Working towards equal opportunities***

**Strictly No Agencies**



# **Job Description**

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| Post Title: | Planning Policy Technician | | |
| Post Number: | 2252 | Scale: | 3/6 |
| Service: | Place, Protection & Prosperity | | |
| Group Head: | Group Head Place, Protection and Prosperity | | |
| Report To: | Local Plans and Infrastructure Manager and Strategic Planning and Projects Manager | | |
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| General Duties: | To support the Council’s strategic planning, and economic development functions | | |
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| Essential  Requirements: | Well educated with good analytical skills, organised and methodical, experienced in technical planning requirements, computer literate including computer graphics skills, current full driving licence. | | |
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| General Responsibilities: | **Equal Opportunities**:  The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.  **Health and Safety**:  The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.  **GDPR:**  The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate. | | |

**Particular Duties and responsibilities:**

1. To assist in the preparation of the Council’s Local Plan, other planning policy documents and strategic planning work.
2. To support, undertake (as required) and produce reports on the regular monitoring of policies and development in the Borough and other information required in the Council’s Annual Monitoring Report and related publications/requests for information and to undertake other research and surveys as required.
3. To assist and support team projects including preparation of documents, plans, displays and background information for and attendance at events such as public consultation events and examination hearings.
4. To assist, support and attend and related activities for Strategic Planning and Economic Development
5. To assist and support the general administration of the Strategic Planning and Enterprise team’s work, including payments and invoicing and maintaining records of these.
6. To assist in maintaining the Strategic Planning and Economic Development web pages which includes maintaining the content management systems (CMS) of the websites, updating copy and images.

1. To maintain records in Economic Development’s Customer Relations Management System (CRM) to effectively manage businesses within the Borough.

1. To carry out research of economic related data when required and keep data updated.
2. Carry out such other duties as may be required by your Manager/Group Head/ Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

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| **Date Prepared:** | September 2025 |



# **Person Specification**

| **Post:** Planning Policy Technician | | | | | **Post number:** 2252 | |
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| **Key job requirements** | | | | | **Desirable/**  **essential** | **Testing mechanism** |
| **Skills** |  | | | |  |  |
| 1. Computer literate and good knowledge of all Microsoft Office software 2. Ability to manage web pages and use GIS software with appropriate training | | | | | Essential  Essential | Application form and interview |
| 1. Good research and analytical skills | | | | | Essential |  |
| 1. Good oral communication and presentational skills | | | | | Essential |  |
| 1. Numerate and confident with figures 2. Methodical and accurate 3. Customer care skills | | | | | Essential  Essential  Essential |  |
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| **Experience** | |  | | |  |  |
| 1. Background of administrative work and related duties, preferably in a local authority 2. Experience of Planning work, either policy or development management | | | | | Essential  Desirable | Application form and interview |
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| **Knowledge** | |  | | |  |  |
| 1. Knowledge of local authority systems and procedures 2. Knowledge of Planning policy and guidance | | | | | Desirable  Desirable | Application form and interview |
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| **Qualifications** | | |  | |  |  |
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| 1. Five GCSEs including English and Maths (4-9/A\*-C) and three A-Levels (or equivalent) 2. Current driving licence with access to own vehicle | | | | | Essential  Essential | Application form / Evidence |
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| **Personal Qualities** | | | |  |  |  |
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| 1. Conscientious | | | | | Essential | Application form and interview |
| 1. Hard Working | | | | | Essential |  |
| 1. Enthusiastic | | | | | Essential |  |
| 1. Good with people and able to work with others in a team environment | | | | | Essential |  |
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