

JOB PROFILE

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| Post No. | 70181 - 70184 |
| Post Title: | Planning Technical Officer |
| Unit/Team: | Development Management |
| Grade: | Grade D |
| Service: | Growth and Investment |
| Reports to: | Planning Technical Team Leader, Development Management |
| Issue Date: | May 2026 |

PURPOSE OF THE JOB

Responsible for the processing and delivery of search requests into the Council and to provide technical support within the Development Management, Major Projects & Regeneration, and Economic Development teams to ensure continued service improvement for the customer.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To respond to all requests for search information and associated documents relating to land and properties and where appropriate, to collect any necessary fees.
- 1.2 To provide systems support, general maintenance and training for the Growth and Investment administrative/technical IT systems (including but not exclusive to: Agile, Information at Work, Planning Portal, PADHI+, Agresso). To liaise as necessary with other sections of the Council and external organisations to ensure the effective administration of the above systems, including any relevant updates.
- 1.3 To provide technical support to the Development Management, Major Projects & Regeneration, and Economic Development teams by monitoring in-boxes, electronic case management, raising orders/goods receipting, maintaining planning records and producing information to aid the Planning Committee process.
- 1.4 To provide the technical processes of registering, checking, validating and consulting of planning applications and other types of applications, as well as the uploading of relevant documents and plans on to the Council's website through its planning software system.
- 1.5 Be the first point of contact for all general planning queries including advice on the need for planning permission and associated consents.
- 1.6 Supporting planning officers in the administration of the planning and enforcement appeals process.
- 1.7 To provide support to the Council's Section 106 & CIL Compliance Officer / Local Plan

and CIL Monitoring & Research Officer.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To record all search requests data and other activities and produce graphs and charts to analyse demand and work systems.
- 2.2 To manage and collect receipted payments from the Central Payments Team and associate with demands.
- 2.3 To liaise with Development Strategy over the collection of data for the purposes of performance monitoring and reports.
- 2.4 To assist in the preparation and submission of statistical returns for the Government (eg PS1 and PS2 returns) and internal performance reporting.
- 2.5 To assist in responding to Freedom of Information and Environment Information Regulations requests as appropriate.
- 2.6 To provide support to ongoing administrative and IT projects within the Growth and Investment Portfolio.
- 2.7 Assist the Local Charges and Planning Technical Officer with their duties as and when required, particularly with regard to the Local Land Charges function of the Council.
- 2.8 Any other duties considered necessary by the Planning Technical Team Leader, Development and Enforcement Manager, Major Projects & Regeneration Manager, and Economic Development Manager.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for all assets and data used to perform duties the role

6. EXTENT OF PUBLIC CONTACT

Daily contact with external solicitors

Daily contact with Search Agencies

Daily contact in person, by telephone, e-mail and letter with other Council officers, members of the public, developers, agents, applicants, Parish Councils and statutory and non-statutory consultees.

7. WORKING CONDITIONS AND ENVIRONMENT

Primarily office based, but with the option to undertake an element of working from home – refer to the Council's Agile Working Policy.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Planning Technical Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| Criteria | Essential/ Desirable | Method of Assessment |
|---|---------------------------------|---------------------------------|
| GCSE's grade A*-C /9-4 or equivalent, including mathematics and English, or demonstrate ability to an equivalent standard | E | A,D |
| Working knowledge of Microsoft Office and ability to adapt to using other software packages | E | A,I |
| Good communication skills numerate and both written and oral | E | A,I,R |
| A minimum of 6 months working in an office environment | E | A, R |
| Working knowledge of the IT systems operating within the service (eg, , Agile, Information at Work, Planning Portal, PADHI+, Agresso, etc.) | E | A,I,R |
| Working knowledge of the development management (Town & Country Planning) process in the United Kingdom and the range of associated administrative procedures | D | A,I,R |
| Advisory skills – be able to provide clear advice to assist with enquiries and to maintain an efficient and effective planning service | E | A,I,R |
| Able to adapt and implement change in working practices | E | A,I |
| Flexible approach to work | E | A,I |
| Ability to work accurately under pressure and to prioritise | E | A,I |
| A commitment to work within our CAN DO values | E | A,I |
| Previous working experience for a Local Authority in the United Kingdom | D | A,I |
| NVQ Administration Level 2 or equivalent | D | D |
| Geographical knowledge including use of GIS | D | A,I |
| Ability to work unsupervised accurately in a small team and achieve targets | D | A |
| Able to manage and develop self | D | A |

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|--|---|
| Application | A |
| Interview | I |
| Test (written, presentation, practical – eg word processing) | T |
| References | R |
| Documentary – eg certificates | D |