

Designation:	Assistant Planning Officer
Grade:	Stroud 4
Hours:	37
Location:	Ebley Mill
Job Purpose:	To provide technical planning advice and support; evaluate and process householder and technical applications/notifications
Responsible to:	Principal Planning Officer
Responsible for:	Supervision of Planning Support Officer

KEY DUTIES

- To provide householder pre-application advice
- To research and reply to queries regarding the history of sites
- Process and determine within identified timescales, straightforward householder planning applications, prior notifications, certificates of lawfulness, non-material minor amendments, discharge of planning conditions, undertaking site visits, drafting recommendations and reports
- To provide technical support to the service including planning enquiries, planning email inbox, phone calls and emails
- Providing day to day support to Planning Officers
- Any other planning related tasks as required by their line manager

SKILLS AND KNOWLEDGE

- The post holder is likely to be working towards membership of the RTPI.
- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document Management systems
- Ability to manage own time and workload
- Flexibility in approach
- Good team worker
- Ability to research and problem solve

COMPLEXITY AND CREATIVITY

- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team.
- Diplomacy
- An appreciation of the legislation relevant to the processes
- The ability to show initiative and implement improvements to administrative

practices

JUDGEMENT AND DECISIONS

- Routine decisions day to day with all formal decisions being referred to line manager or delegated team.
- Responsible for making judgements on permitted development and compliance with regulations and planning policy.

CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Suppliers
- Members of the Public
- Applicants and Agents
- Town and Parish Councils

RESOURCES

- No responsibility for financial resources.

TRAVEL DESIGNATION

- HMRC mileage rates apply

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.