

Designation:	Planning Support Officer
Grade:	Stroud 4
Hours:	37 hours
Location:	Ebley Mill
Job Purpose:	To provide administrative support for the Development Management Function
Responsible to:	Team Leader (Planning Support)
Responsible for:	Direct supervision of Planning Support Assistants

KEY DUTIES

- Supervise staff within the Planning Support Team, with responsibility for daily task allocation
- To ensure high quality efficient service delivery and performance
- To provide high-quality administrative support to the service, helping the Systems Processing Officer to continuously review IT systems and procedures
- Provide, develop and maintain financial management services and to administer, monitor and revise the service's budgets
- To assist in the research, implementation and review of changes to IT systems including documentation and dissemination of processes and procedures
- To compile monthly performance and financial statistics for the Development Team Manager
- To assist in the analysis of current procedures and practices with a view to identifying and initiating improvements and efficiencies across the service
- Deputising for the Planning Support Team Manager as required
- Undertake 1:1's with the Planning Support Assistants
- Undertake such other duties commensurate with the grade of post as may be assigned by the Planning Support Team Manager

SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written
- Excellent IT skills and understanding
- A thorough understanding of administrative processes and systems
- Experience of staff supervision
- Experience of handling budgets and expenditure
- Experience of working with the public
- Ability to work independently on own initiative and manage own time and workload

COMPLEXITY AND CREATIVITY

- To help research, devise and implement systems for improving the Planning Development Management Service
- To respond to process queries and complaints

JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to the Planning Support Manager

CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Members of the Public

RESOURCES

- Responsible for the accurate handling and security of small sums of cash and cheques or 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.