

<b>Designation:</b>	<b>Planning Technician</b>
<b>Grade:</b>	<b>Stroud 3</b>
<b>Hours:</b>	<b>37 hours</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To provide technical support to Officers and the Development Management Service</b>
<b>Responsible to:</b>	<b>Principal Planning Officer</b>
<b>Responsible for:</b>	<b>No supervisory responsibilities</b>

## KEY DUTIES

- To validate all types of planning and related applications
- Undertake statutory consultations
- To process, write reports and make recommendations on discharge of condition and prior notification applications
- To provide pre-application advice and written opinions as to the need for planning permission and other related approvals
- Support planning officers, being the first point of contact by telephone for technical application enquiries
- To be responsible for all initial customer contact for development management via email, telephone, written correspondence and face to face, and to respond to general enquiries from agents, public and councillors
- Provide day to day administrative support to the North and South area teams.
- To undertake other such duties as may be directed by the Development Manager, and Principal Officers as appropriate, to ensure effective and efficient delivery of service.

## SKILLS AND KNOWLEDGE

- Willingness to work towards a qualification in Planning
- To make judgements in the technical determination of proposed development having regard to the General Permitted Development (Order) 2015 (as amended)
- 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
- Be a great 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
- The ability to show initiative and implement improvements to administrative practices

## JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to line manager or delegated team

## 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 resource

## 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.*