



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Planning Assistant (Enforcement)		
<b>GRADE:</b>	GRADE 7 SCP's 22-27	<b>SERVICE AREA:</b>	Development Management
<b>JOB CODE:</b>	REG31PLANG7		
<b>REPORTS TO:</b>	Area Team Leader	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Occasional attendance at Committee and other related public meetings which maybe outside of normal office hours.</li> <li>Casual Car Allowance</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

**1. Main purpose of the job role:**

- To deal with minor and other planning applications, planning enforcement and related matters.
- Assist in ensuring the delivery of development projects.
- Assist in the delivery of an excellent Development Management Service.

**2. Role specific duties and accountabilities:**

- To deal with a workload of minor, householder and other types of planning applications, other types of applications, planning enforcement matters and related matters as may be required including site visits, meetings, negotiations, preparation of recommendations, written reports, statements and correspondence as necessary, and to monitor development to ensure compliance with permissions
- To assist in the preparation of reports to Committee and in accordance with the Council's scheme of delegation to the Head of Planning and Building Control for planning applications, planning briefs and other related matters relating to the implementation of development sites as may be required by management including the Head of Planning and Building Control, the Planning Group Manager or the Team Leader.
- To act as a point of contact for developers, agents and other stakeholders in order to help the smooth and speedy delivery of major and other development projects.
- Support the Councils Development Team, as may be necessary.
- To assist the maintenance of computerised and other planning records.
- To assist in the preparation of statements and evidence for written representation appeals including those relating to planning enforcement matters.
- To attend and support public meeting if required to do so by management including the Head of Planning and Building Control, the Planning Group Manager or Team Leader.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Planning Assistant (Enforcement)	GRADE G7	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Able to deal with a case load of 'minor' and 'other' types of planning applications, pre-application enquires and related matters in an effective and efficient manner whilst meeting statutory and local performance indicators.	A/I/T	3
Deal with planning enforcement and related matters in an effective and efficient manner	A/I/T	3
Able to represent the council at meetings and appeals.	A/I/T	3
Able to demonstrate a good knowledge of planning legislation.	A/I/T	3
Able to assist and prepare reports to a committee and in accordance with the council's scheme of delegation for the determination of planning applications.	A/I	3
Flexible approach to work and flexible team player with the ability to work on own initiative to tight deadlines.	A/I	2
Good verbal and interpersonal skills.	I	3
Good written communication skills.	A/I/T	3
An understanding of customer care initiatives and demonstration of a commitment to them.	A/I	3
An awareness of community empowerment and value for money/systems thinking initiatives.	A/I	3
Excellent IT skills	A/I	2

Able to communicate effectively with senior management, councillors and major stakeholders.		A/I	3
Demonstrate and be responsible for individual personal development.		A/I	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Experience of dealing with planning applications, planning enforcement and associated matters.		A/I	3
Able to demonstrate a good knowledge of planning legislation.		A/I/T	3
Evidence of continuous professional development (where applicable)			
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
A relevant degree		A	
<b>Other Essential Requirements</b>			
A full drivers licence is required for this post and access to a vehicle		A	
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post			
<b>Prepared by:</b>	A Ives	<b>Date:</b>	June 2021