



## **Job Description**

### **Job details**

Job title:	Admin Assistant
Location:	Various Area Offices
Directorate:	Place & Economy
Grade:	NNBAND2
Reports to:	Technical Support & Admin Manager
Responsible for:	No-one
Contacts - internal:	Officers and Elected Members within the Authority
Contacts - external:	Customers, partners in the public and private sector, and members of the general public

### **Purpose of the job**

To provide technical/administrative support to the Development Management team and to accurately maintain planning and enforcement records

### **Principal responsibility**

Ensure timely and accurate administration of planning applications including downloading and inputting, registration, notification, file management, and decision issuing to enable performance targets to be met

### **Main Responsibilities**

- Registering of complaints onto the back-office enforcement module
- Prepare the committee report and power point presentations, and ensure information is supplied to those identified on the planning system that need to be notified
- Administration of appeals to ensure the Planning Inspector is given all the information requested to enable an independent decision to be made
- Calculate and take payments for planning applications and the special protection area, while ensuring accurate records are kept
- Maintain and updating the Procedure Manual
- Scan documents in a timely manner and ensure they are attached to the back-office system
- Ensure that the website is kept up to date
- Keeping up to date the Registers of Tree Preservation Orders and Listed Buildings
- Assist with the collation of data for performance indicators and provide statistical information
- Provide statistical information and finance overviews relating to the performance of the service
- Processing purchase orders and invoices relating to the service

- Dealing with general enquiries from the general public by telephone, post or email
- Filing and general administrative duties as required
- Use of computer systems, including Uniform, Word, Excel, GIS and Microsoft Outlook

#### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons)
3. Undertake learning and development as agreed in probationary reviews, personal development reviews or any such framework in order to meet corporate, service and individual targets
4. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder

#### **Special features of the post**

None