



## **Job Description**

### **Job details**

Job title:	Planning Technician
Location:	Various Area Offices
Directorate:	Place & Economy
Grade:	NNBAND3
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 be responsible for the receipt and validation of planning applications, identifying the need for further information, and requesting as appropriate. To maintain planning constraints records. To provide technical/administrative support to the Development Management team.

### **Principal responsibilities**

1. The timely processing and validation of all planning related applications in accordance with pre-set targets.
2. The timely processing permitted development queries in accordance with pre-set targets.

### **Main Responsibilities**

- Validation of planning applications, identifying missing information, liaising with applicants to request additional details as appropriate.
- Maintaining records and monitoring of invalid applications, chasing when necessary.
- Calculating planning application fees to ensure these are correct and requesting additional fees, as necessary.
- Produce maps from GIS to accompany committee reports, appeals etc.
- Maintaining and updating planning constraints information on GIS in liaison with ICT.
- Identifying relevant consultees and neighbours to be notified in respect of planning applications received.
- Dealing with general enquiries from the public in relation to development with reference to permitted development, advert regulations and other legislation.
- Responding to consultations and requests for planning information from other areas of the Council.
- Collecting monthly performance information for Planning Services.

- Providing telephone cover for customer queries.
- 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