



Role Description and Employee Specification

Job Title:	Assistant Planning Officer	Location:	Cirencester
Department:	Planning Services	Service:	Development Management
Reports to:	Senior Planning Officer	Working Hours:	37 hours per week
Salary:	£24,936 to £26,717+NJC Pay Award	Peer Group:	PGC-9
Business World Post Number:		Job Group:	Level 1 Case and Field Worker
Contract Type:	Permanent	Direct Reports:	No

Overall purpose of the Post:	The post will sit within Development Management team, processing planning applications and pre-application enquiries. The role will include dealing with applications primarily relating to householder development as well as permitted development and smaller scale agricultural and commercial schemes, as well as pre-application enquiries and giving advice to service users.
Key Tasks and Responsibilities:	• Effectively manage and prioritise your own workload, largely unsupervised, working pro-actively with all officers to meet statutory deadlines • Working independently on Development Management proposals including residential and new commercial developments. • Demonstrable promotion of good team performance management and service improvement. • Presentation of own applications at planning committee. • Provision of pre-application advice in person, on the telephone and in writing for all applications, notably householder and small-scale commercial developments. • Work with elected Councillors, where appropriate, to deliver the service • Keep up-to-date with changing Planning Legislation. • Liaison with Legal and other internal and external bodies as required. • Manage general enquiries efficiently, delivering an excellent level of customer service.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A minimum qualification equivalent to NVQ level 3 or A level, and/or three years relevant experience • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ability to work independently under pressure and within tight deadlines

	• Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Microsoft Teams		
Desirable Requirements Qualifications, Skills and Abilities:	• Planning or related degree or working towards. • Eligibility for full Membership of the RTPI. • Relevant recognised academic or professional qualification • Knowledge, understanding or experience of project management		
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework.		
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:		Reviewed By:	Harrison Bowley
Checked by HRBP	Carmel Togher	Date of Issue:	