




Job Description & Person Specification

Job Title:	Planning Assistant	Job Reference:	50361226 50361222
Service:	Planning and Building		
Location:	Beech Hurst	Grade:	6
Reports to:	Principal Planning Officers (North and South DM)		
Date:	June 2019		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To provide process Development Management casework and provide related advice/guidance to our customers.			
Main responsibilities and duties/ Principal Accountabilities			
1.	To undertake assessment, negotiations, make judgements and recommendations in written reports on planning applications to the Head of Planning and the Area Planning Committees.	80%	
2.	To assess and respond to telephone, written and personal enquiries regarding planning issues.	15%	
3.	Prepare appeal statements for written representations, appeals and attend Planning Inspectors' site visits.	5%	
<i>To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.</i>			
Supervision and management			
None			
Resources			
Driving to Site Visits and Meetings			

Contacts and relationships
Planning Professionals, Customers and Members of the Public
Working environment
This is a primarily office based role. Contact with the public with risk of challenge or abusive behaviour.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL/ DESIRABLE
Educational and professional qualifications	
<ul style="list-style-type: none"> • Educated to degree level (or equivalent). • Evidence and commitment towards Continuing Professional Development • Town Planning Degree. • Membership of the RTPI 	E E D D
Knowledge	
<ul style="list-style-type: none"> • Interest in the built and natural environment. • An understanding of Local Government. 	D D
Experience	
<ul style="list-style-type: none"> • Negotiating skills • Good oral/written communication skills. • Ability to maintain discretion in difficult circumstances. • Ability to work on complex issues through to a satisfactory conclusion. • Ability co-ordinate and appraise information. • Able to interpret scale drawings and legislation. • IT Literate 	E E E E E E
Key skills	
<ul style="list-style-type: none"> • Enthusiastic and self motivated. • Relate well to elected members and the public. • Good self-presentation. • Work under pressure 	E E E E

Personal qualities and behaviours	
<ul style="list-style-type: none"> • Able and willing to take individual responsibility for work and daily priorities. • Able to work as a team member. • Reliable and able to work under pressure and meet deadlines. • Diplomatic and tactful. • Able to use own initiative. • An understanding of and commitment to customer care principles. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other Factors	
<p>Occasional Evening and weekend working required</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>	
Corporate Responsibilities	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p>Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.</p> <p>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p>Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p>Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> <p>Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.</p> <p>Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.</p>	



Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.