



JOB PROFILE

SERVICE AREA	Planning Development Management
JOB TITLE	Planning Assistant – Development Management
POST NUMBER	
GRADE	D
RESPONSIBLE TO	Chief Executive Director of Planning and Economy Thurrock Planning Services Team Leader Senior Planning Officer
KEY LIAISON WITH	
JOB PURPOSE	<p>To assist in the provision of a fair, efficient and quality Development Management service, ensuring that all procedures are followed and targets are met.</p> <p>The validation of planning applications against established planning principles, national planning policies, the council's adopted local plan policies and the council local planning list.</p> <p>To fulfil this role within the framework of service objectives, the Council's corporate objectives and policies and any legal requirements.</p>
JOB PROFILE LAST REVIEWED	Oct 2020

KEY CORPORATE ACCOUNTABILITIES

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs
3. To actively promote the Council's Equal Opportunity Policy and Diversity



KEY CORPORATE ACCOUNTABILITIES

- Strategy and observe the standard of conduct which prevents discrimination taking place.
4. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
 5. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
 6. To adhere to and have due regard to the data protection Act 2018 (GDPR) when carrying out your role.
 7. At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

KEY SERVICE RELATED ACCOUNTABILITIES

The general duties and responsibilities of the postholder will fall within the following general areas, subject to the overall direction, policy guidelines and specific instructions of the Team Leader.

1. Assist in ensuring the Development Management Team fulfils the commitments, mission and objectives of Planning Services and the Council as a whole.
2. Ensuring that all procedures are followed and that all targets are met.
3. To be acquainted with the various Acts relating to the Council's statutory responsibilities with regard to planning matters, including the relevant legislation, orders, circulars and policies.
4. Keeping abreast with changes in such legislation and Government advice and making the necessary changes to practice and procedures arising therefrom.
5. Maintaining a 'customer' orientated approach including fostering good relations with stakeholders and local interest groups, including Parish Councils.



6. Dealing with the validation and administration associated with all planning applications and enforcement complaints.
7. Dealing with members of the public regarding planning enquiries, as appropriate.
8. Drafting letters on planning and other applications and associated matters.
9. In accordance with qualification and experience, supporting officer in respect of appeals made against the Council's decisions on planning and other applications.
10. Acting at all times in a manner reflecting the aims and objectives of the Council, as instructed by the Development Management Team Leaders, including the pursuance of maintaining an efficient Development Management service.
11. Such other responsibilities compatible with the post-holder's qualifications and experience as may be assigned by the Team Leader.



PERSON SPECIFICATION

JOB TITLE: Planning Assistant

DEPARTMENT: Development Management Planning

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
1.1 Articulate and able to communicate effectively.	1 & 2	3
1.2 Ability to work under pressure and achieve deadlines.	1 & 2	3
1.3 Thorough and well organised.	1, 2 & 3	3
1.4 Computer literate with sound working knowledge of Microsoft packages, including word, powerpoint, outlook DMS Preferably iDOX.	1, 2 & 3	3
1.5 Good level of numeracy and literacy.	1, 2 & 3	3
1.6 Ability to work as a team member.	1&2	3
1.7 Ability to work with minimal supervision.	1&2	3
1.8 Ability to deal with people in various situations in a polite but informative and positive manner.	1&2	3
1.9 Self-confident and self-motivated.	1&2	3



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Desirable		
1.10 Ability to work with minimal supervision.	1&2	3
2. Special Knowledge – Essential		
2.1 An understanding of national planning policy frameworks.	1, 2 & 3	2
2. Special Knowledge – Desirable		
2.2 Ability to scale and read plans and drawings.	1, 2 & 3	2
3. Experience – Essential		
3.1 Working within an administration team.	1&2	3
3. Experience - Desirable		
3.2 Experience in Development Management in a local authority planning office	1&2	2
4. Other Requirements – Essential		
• None		
4. Other Requirements – Desirable		
• None		
5. Equality – Essential		
5.1 Understanding of equality and diversity issues	1 & 2	3
5.2 A firm commitment to the principles of equality and diversity in all aspects of the service's work	1 & 2	3
5. Equality – Desirable		
• None		