



Role Profile

<h2>Trainee Planning Assistant (Student Placement)</h2>				<h3>Purpose</h3>	
Reference No.		Type	Individual	<p>To assist with the processing of planning applications and monitoring of compliance with the requirements of approved planning permissions.</p> <p>To assist with the process leading to the adoption of the Fife development plan, monitoring the effectiveness and impact of guidance and policies</p> <p>To assist with the production and updating of planning guidance for members of the public.</p>	
Service	Planning Services				
Job Family		Grade	FC4		
<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>				<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	
<p>Front Line Contact Provide a front line contact service to applicants, agents and members of the public. Deal appropriately with personal and telephone callers. Provide effective customer care by fulfilling customer needs for example by providing routine information from the electronic information systems. Assist and direct customers, where appropriate, to online planning information. Support customers with routine planning queries e.g. registration, tracking or searching for applications. Take appropriate messages for other staff to deal with customers.</p>				<p>Experience of Using Standard Microsoft Computer Packages</p> <p>Actively engaged in a full time course of study, leading to a qualification at degree level in town planning or a related discipline</p> <p>Able to work well on own initiative</p> <p>Ability to organise tasks, including setting and monitoring of standards</p> <p>Ability to work to a high degree of accuracy</p> <p>Ability to work methodically</p>	<p>E</p> <p>D</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

E = Essential Criteria D = Desirable Criteria

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<p>Development Plan Assist with the recording, management and interpretation of relevant data and submissions made in response to the development plan and input to the assessment of the impact and effectiveness of policies and guidance.</p> <p>Data Processing Input and retrieve information to / from a variety of manual and electronic systems to ensure accurate records are maintained and kept available.</p> <p>Planning Applications Processing Assist with the assessment of whether development proposals require planning permission in terms of current legislation. Assist with the validation of planning application submissions and provide advice to applicants and agents to enable them to make valid submissions. Assist with the assessment of minor applications, including processing of householder development proposals and advertisements. Assist with providing advice on planning requirements before an application has been submitted for specific development proposals.</p> <p>Development Monitoring Assist with the assessment of submissions made in relation to conditions attached to planning permissions which have been granted and monitoring of compliance with the overall requirements of the permission.</p> <p>Planning Enforcement Assist with the investigation of complaints about unauthorised development and assess whether formal enforcement action is required.</p>	<p>A keen interest in the built or rural environment Ability to balance competing and / or conflicting priorities Ability to work as part of a team Good verbal and written communication skills Good listening skills Ability to provide a regular and effective service</p> <p>Experience of using GIS systems Student Member of the RTPI Knowledge of the hierarchy of development as it applies to processing of planning applications Knowledge of the development plan process</p>	<p>✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓</p>

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<p>Maintain appropriate document/file/information storage and retrieval schemes to allow ready access for team members and others, including team reference or library documentation.</p> <p>Information Management</p> <p>Gather statistical information and provide reports on a range of planning topics including performance assessment information and trends.</p> <p>Assist with the rationalisation of historic case filing.</p> <p>Assist with the implementation of the file retention policy and electronic records management.</p> <p>Assist with providing geographical representations of information on electronic systems (GIS)</p> <p>Work in a multi-disciplinary team, supporting colleagues, to ensure the needs and targets of the portfolio are met.</p>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.