



Role Profile

TRAINEE TECHNICIAN (STUDENT PLACEMENT)

Reference No.	A5044	Type	Individual
Service	Planning Services		
Job Family	Planning, Property and Assessors	Grade	FCLW

Purpose

To provide experience in relation to the validation of planning applications and assisting and responding to customer enquiries under the guidance of technical and professional staff, to allow the portfolio to deliver professional, high quality and customer focussed services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Planning Applications

Ensure all appropriate information is recorded/updated on computer systems files e.g. application details, change of details, representation letters, amended plans, etc in line with Service procedures.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Experience of Using Standard Microsoft Computer Packages

Currently engaged in full or part time study which would create a pathway into a qualification in Town and Country Planning.

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E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Check validity of plans and applications for correctness and technical compliance in line with Service procedures and basic legislative requirements.</p> <p>Validate applications for householder developments ensuring compliance with relevant legislation, in line with Service procedures.</p> <p>Plot site details on Ordnance Survey map from application details.</p> <p>Return Permitted Development and withdrawn applications in line with Service procedures</p> <p>Liaise with applicants, agents, members of the public, etc. over various aspects of the Planning application process. Check details on manual and computerised information systems and provide basic advice and information.</p> <p>Enquiries</p> <p>Deal with telephone, letter and e mail requests for supply of information, from third parties, e.g. members of the public, agents, community councils etc.</p>	<p>A keen interest in the built or rural environment</p> <p>Good verbal and written communication skills</p> <p>Ability to work to a high degree of quality and accuracy</p> <p>Ability to organise tasks, including working towards standards</p> <p>Ability to work as part of a team</p> <p>Effective Customer Care skills</p> <p>Positive work ethic and attitude</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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Deal with enquiries from all customer groups relating to all aspects of the application process, e.g. how to object to an application, explaining an application, details from an application, etc. For all valid planning applications, carry out notification to neighbours in accordance with current legislative requirements and in line with Service procedures.			
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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Job Title (Specialists Tasks)			

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.

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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.