



Role Profile

Planning Assistant

Reference No.	I467.01	Type	Individual
Service	Enterprise, Planning and Employability		
Job Family	Para Professional	Grade	FC7

Purpose

To assess a range of applications on receipt for a varied range of development types from small residential schemes and changes to business properties to applications for commercial, housing and industrial development, as well as applications for advertisement and Listed Building Consent.

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
Carrying out the validation and consultation processes and related activities for a range of applications within the Gateway Team within Development Management.	Educated to SCQF level 9, which includes a Degree or equivalent or a Diploma or equivalent in Town and Country Planning Licentiate Membership of the Royal Town Planning Institute	✓	
Carrying out EIA Screening of all applications.	Ability to provide a regular and effective service Experience of working in an organised and disciplined manner	✓	
Consulting and liaise with internal and external agencies, statutory consultees, community groups, etc. as required and deliver excellence in customer service.	Preparing reports which assess and balance competing issues (Deliver Results – See How We Work Matters Framework)	✓	

E = Essential Criteria D = Desirable Criteria

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Determining whether proposals require planning permission in terms of current legislation and provide agents and applicants with advice on appropriate planning processes.	Experience and ability to deal with sensitive issues on a private and confidential basis (Take ownership)	✓	
Providing advice on planning requirements before an application has been submitted for specific development proposals.	Experience and ability to meet agreed deadlines Time management skills Experience of dealing with the private sector, community organisations and members of the public (Working together)	✓	
Assisting 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.	Knowledge of current planning legislation, government guidance and development management practice	✓	
Exercising delegated powers as required by the Head of Service and set out in the List of Officer Powers and Empowerment or equivalent.			
Supporting and guiding, providing planning guidance to the wider team including graduates, placements, trainees and work experience colleagues.	Team Working skills	✓	
Dealing with general planning enquiries from those calling at the office and by telephone, email and letter.	Experience and confidence in dealing with others, including members of the public (Focus on customers)	✓	
Assisting in the collation of data and preparation of customer survey reports including the assessment of feedback and recommendations.	IT skills and knowledge of a range of systems (Embrace technology and information)	✓	
Being proactive in identifying new ideas to embrace business improvement and service delivery.			
Assisting in the organisation, structuring and delivery of a range of training events for customers and elected members.	Oral and written communication skills		
Working in a multi-disciplinary team, supporting colleagues, to ensure the needs and targets of the portfolio are met, there is also scope to	Awareness of General Data Protection Regulations		✓

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gain other experience including processing of planning applications for householder developments, providing pre-application advice, assisting with the investigation of complaints about unauthorised development, assist with delivering Local Review process and the monitoring of legal agreements.	Negotiation/ interpersonal skills with a range of audiences	✓	
Other duties as may be required by the Lead Officer/Service Manager.			
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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results