

JOB DESCRIPTION

Post title: Senior Planning Administration Officer
Service: Spatial Planning
Grade: 4



Main Purposes of the Post:

To provide technical and administrative support to the Development Management and Forward Planning teams, acting as a first point of contact for advising applicants and the public on specific planning application, enforcement cases and more general planning policy advice.

Duties and Responsibilities:

1. Line management responsibility for the Planning Administration Officers including their day-to-day management and responsibility for well-being, health and safety issues, regular appraisals and assessment of training needs and recruitment.
2. Ensure the effective and efficient delivery of technical and administrative support to the Planning team through support of the validation and decision-making process and, in conjunction with the Director of Spatial Planning, responsibility for managing day to day administration of the planning application, enforcement & planning policy processes.
3. To coordinate and manage all initial planning enquiries including visiting members of the public to the Authority's offices, enquiries by email and on the telephone for pre-application, planning application and enforcement related advice.
4. To validate and register all planning applications, non-material amendments, discharge of conditions applications and pre-application enquiries; checking the technical detail and accuracy of all plans submitted to make sure they are accurately drawn and that all legal requirements are met, including downloading applications from the Planning Portal website; adding to and maintaining all relevant Statutory Registers in accordance with the Town and Country Planning Act 1990.
5. To support quality control and high quality performance of the planning service, driving continuous improvement through monitoring and reporting on, in particular:
 - workloads and decision times of applications and enforcement
 - planning appeals
 - affordable housing delivery
 - Section 106 agreements
6. To manage and develop the Development Management administration database, supporting process monitoring and continuous improvement, driving e-service delivery.

7. To support positive and proactive communication of the work of the planning service, with a lead role to manage the planning elements of the web site, social media and regular news stories.
8. To deliver high quality customer service for all through permitted development enquiries, pre-application advice and initial planning application, enforcement and planning policy advice.
9. To manage and prepare agendas/reports and take minutes for:
 - Development Management Committee
 - Planning & Sustainable Working Panel
 - Local Plan Steering Group
 - Joint Advisory Committee on Housing, and other planning related meetings as required.
10. Responsibility for the collation, maintenance and reporting of performance and statistical datasets on behalf of the Planning team to include;
 - Quarterly performance statistics
 - Planning application and enforcement database
 - Local Plan monitoring and databases
 - Planning related GIS datasets
 - Customer Satisfaction surveys
 - Monitoring s106 legal agreements & contributions
11. To provide support to the Planning team to include:
 - Managing statutory registers
 - Managing Freedom of Information requests
 - Maintaining records, files and systems
 - Providing technical and administrative support in respect of all planning and enforcement appeals
12. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.
13. To be responsible for the day-to-day operational safety management of team members and others working with or for the Authority in accordance with the Health & Safety Policy.

This job description outlines the duties required for the time being of the above post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility entailed.

