

JOB DESCRIPTION

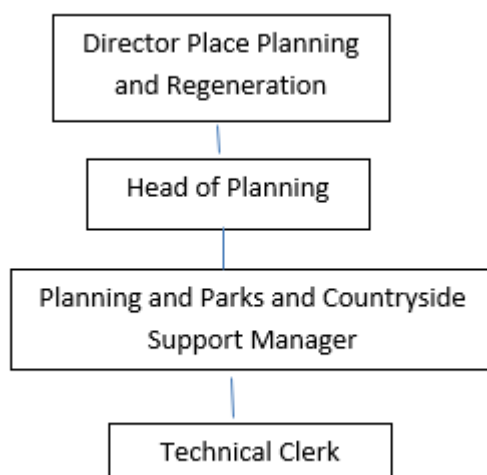


Job Title	Technical Clerk (part time)		
Salary	£19,698 - £23,080 per annum pro rata		
Directorate:	Place Planning and Regeneration	Section/Location:	Planning
Grade/Salary Range:	BG-I SCP 7-14	Work style:	Homeflex

Key Objectives of the role

To provide essential administrative support to the planning function.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Checking information and entering data into a computer database, particularly in relation to the registering and processing of planning applications including the planning committee, to facilitate the CIL process, related SUDS applications, enforcement complaints, updating the public register and to run associated standard reports as may be necessary or required.
- Assisting in the provision of technical advice in relation to the planning process, including checking enquiry forms and plans in order to be able to advise in liaison with officers where necessary on the need for obtaining planning permission, the validity of applications and the associated level of prescribed fee.
- Liaising with the Planning Inspectorate and other third parties to ensure that tight deadlines are met and that a professional and efficient service is delivered to all involved in the Appeal Process

-
- Using the uniform database to generate documentation including standard letters, e-mails, reports etc. And to process information according to departmental procedures as required enabling determination, e.g. applications, registrations and enforcement complaints.
 - Responding to requests for service and to provide follow up assistance to customers to ensure resolution of issues or concerns including updating the Public Planning Register.
 - To assist in the ongoing development of the office systems and use of technology, including creation of new documents and reports.
 - Helping Maintain records and relevant pages of the Council's intranet as may be relevant to the service.
 - To provide support to the Parks and Countryside Team and the Policy Team Administrator.
 - To use various systems including Total Land Charges, Objective and Confirm

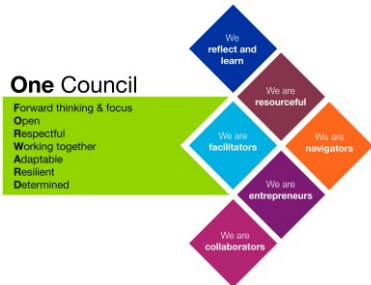
Scope of role

The post holder has responsibility for checking that the appropriate level of fee has been paid as part of the application process.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	A reasonable standard of education including: 5 GCSE (or equivalent) passes (grade C or above) including English and Maths and/or NVQ 2 and/or appropriate ONC and/or have previous relevant clerical/administrative experience	Evidence of training in the use of software packages e.g. MS Word, Excel and Access
Work-related Personal Requirements	<p>Previous experience of working in a busy office environment and be able to cope with frequent change</p> <p>A good team player with ability to relate well to others. High level of accuracy with an attention to detail.</p> <p>Ability to work with members of the public and find ways to assist them within a regulatory framework.</p>	Quick to learn.
Other Work Requirements	<p>The ability to converse easily with members of the public and respond effectively to questions in spoken English</p> <p>Adaptable, flexible and prepared to cover a variety of tasks. Ability to cover office between the hours of 0830 and 1700 five days a week and to work outside of office hours when required</p>	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Role models and demonstrates the Council's values and behaviours	 <p>One Council Forward thinking & focus Open Respectful Working together Adaptable Resilient Determined</p> <p>We reflect and learn We are resourceful We are navigators We are entrepreneurs We are collaborators</p>	Good time keeping/Excellent work ethic