

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

| JOB DESCRIPTION | |
|---|--|
| Job title: | Planning Technician (Dunsfold Park Garden Village) 1 year with potential to extend |
| Service: | Planning |
| Team: | Development Management |
| Location: | The Burys, Godalming, Surrey, GU7 1HR |
| Reporting to: | Principal Planning Officer |
| Responsible for: | n/a |
| OUR ORGANISATIONAL VALUES | |
| Openness | In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent . |
| Excellence | In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success . |
| Fairness | In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available. |
| Team Work | In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals. |
| Taking Ownership | In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome . |
| PRINCIPAL PURPOSE OF THE ROLE | |
| <ul style="list-style-type: none"> • To provide technical and administrative support to the Planning Service with specific regard to the Dunsfold Park New Settlement. • To provide a contact for businesses, developers, Council Officers, Members and the general public for information relating to planning projects. • To assist in the provision of an efficient, effective and professional Planning Service. | |

With regard to Dunsfold Park Garden Village:

- To receive, pre-validate, register and process planning applications, non-material amendment applications, condition discharges and other applications, received in writing or electronically. This includes administration of planning fees, processing cheque and card payments, preparation of file, pre-validation, updating computer databases, carrying out consultations and neighbour notification.
- To assist in the validation of all types of planning applications.
- Deal with general planning enquiries by telephone and email.
- Processing and printing amended plans/additional information received in relation to current applications and re-notification of interested parties and consultees.
- Downloading and uploading planning applications received through the Planning Portal.
- Deal with telephone calls, emails and general enquiries in respect of appeals, NMA applications, conditions and general enquiries providing guidance, information or advice. Explanation to the public, colleagues and councillors of planning procedures and requests for information for appeals, NMAs and conditions. Acting as liaison with Planning Inspectorate regarding appeals and between officers and relevant stakeholders regarding NMAs and conditions discharge for officers and taking messages when and where appropriate.
- Evaluation and assessment of requests for discharge of planning conditions in conjunction with the Principal Planning Officer including consultations, obtaining additional or amended details, preparation of relevant report and recommendation for delegated decision and confirmation to applicant of final decision. This includes being conversant with legal requirements under the Town and Country Planning Act 1990. (As amended).
- Evaluation and assessment of acceptability of Non Material Amendment applications, requests for amendments to listed building and advertisement applications for respective team including writing of report and making of recommendation for delegated decision. This will be carried out without direct supervision but the decision will be checked and agreed by Area Team Leader or Development Manager
- Plan and prioritise the appeal process, issue notification letters and arrange venues for Hearings/Inquiries, including project managing the repayment of appeal/consultant costs. This involves prioritising and ensuring adherence to statutory timescales without direct supervision.
- Deal with daily inward post and emails for team by acknowledging and deciding on appropriate distribution depending upon subject and priority, without direct supervision.
- Administer with minimal supervision procurement process for seeking Consultants, and specialist advice in accordance with internal procedures and the Council's Contract Procedure Rules. Prepare and issue tender letters for consultants and track repayment of fees, where necessary.
- Review and update Council's invoice database (Agresso) as necessary. Check that invoices are valid for payment and forward to authorizing manager.
- Update and maintain with accuracy all relevant computer records such as representation letters relating to planning applications. Being proficient in the use of the digital mapping systems. Communicating via e-mail, Internet and other communication systems where appropriate. Use of microfiche records and Civica system for research projects.

- Redact documents and plans as necessary to comply with the GDPR and data protection policies.
- General administration associated with the smooth running of the Dunsfold Park New Settlement project.
- Carry out such other duties as may be required by your Head of Service appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed.

Data Governance

- It is the responsibility of all staff who input, store, retrieve, or otherwise manage data to ensure that it is of the highest quality and complies with the council's Data Protection Policies.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

- **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- All technical and administrative work related to Dunsfold Park, and other applications related to the site will all be directed through this role.
- Taking telephone calls and responding to written correspondence related to the site.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Assessment and evaluation of applications for validity and liaison directly with applicants to achieve the required standard of submissions.
- Advice and decisions made within agreed planning policies regarding visual and residential amenity impact for Amendments and Conditions discharge.
- Give accurate advice to elected Ward Members regarding acceptability of applications for amendments.
- Ensure planning officers are fully briefed and aware of all relevant developments thus enabling inquiries to be responded to on an effective and efficient basis.
- Readily adopting changes in work practices thus demonstrating adaptability and flexibility.

PLANNING/ORGANISING/CONTROLLING

- Providing information to a range of customers, both internal and external.

CUSTOMERS AND CONTACTS

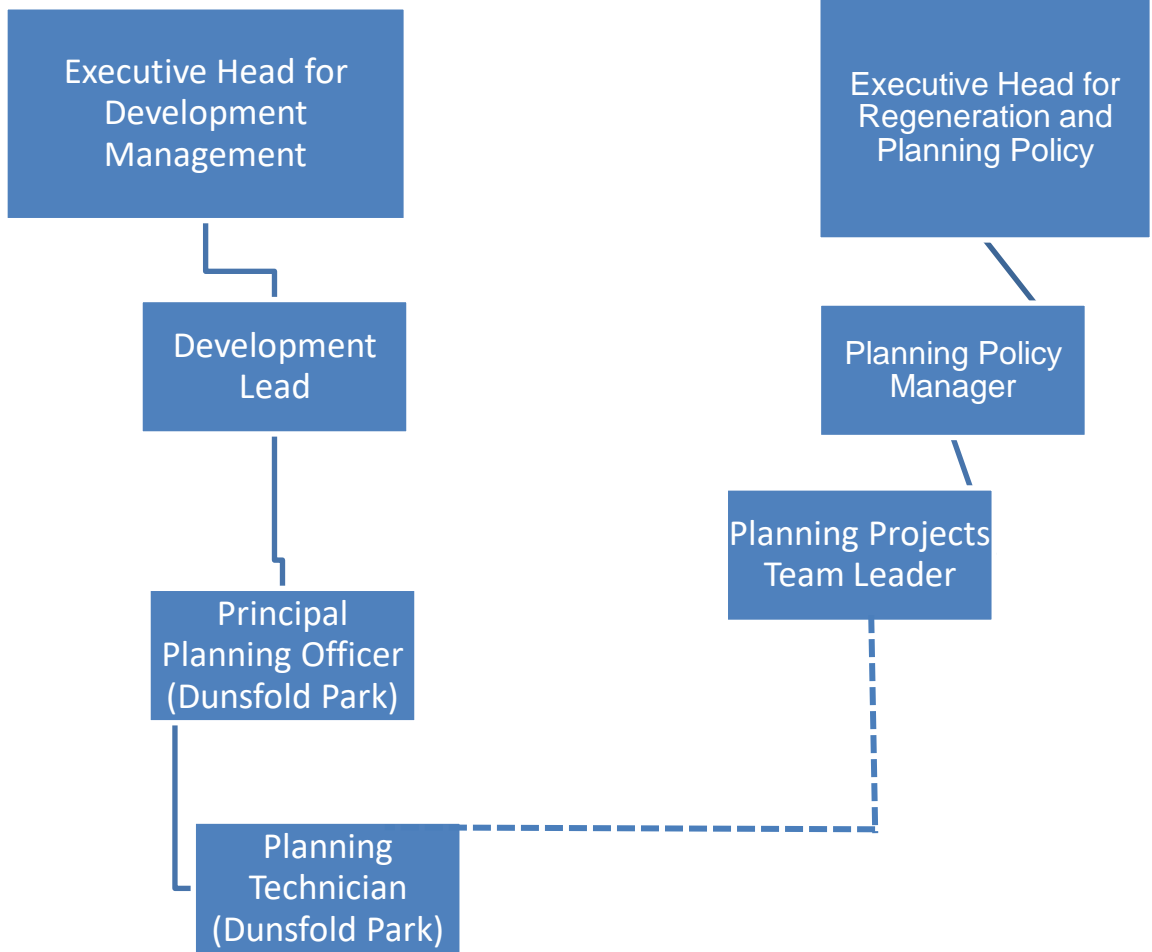
INTERNAL

- All Waverley Services

External

- Dunsfold Aerodrome Ltd., agents, applicants, Parish/Town and Borough Councillors, local newspapers, statutory consultees, members of the public.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form marked as A/C or A, to be shortlisted for this role.

| | PERSON SPECIFICATION | | | |
|---|--|--------------|--|--------------|
| | ESSENTIAL CRITERIA | HOW ASSESSED | DESIRABLE CRITERIA | HOW ASSESSED |
| QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE | GCSE level or equivalent education. | A / C | Planning or other relevant degree. | A |
| | Ability to use plain English, correct grammar, spelling and punctuation. | A | General clerical/admin. Experience. | A/I |
| | Database management and IT skills. | I | | |
| KNOWLEDGE / TECHNICAL SKILLS | Ability to write accurate technical reports. | A | Experience using Word, mapping and spreadsheet software in a work environment. | A/I |
| | Ability to understand, read and evaluate statistical information and plans. | A/I/E | An interest in planning and the environment. | I |
| | Competency in using IT systems including Word, databases, spreadsheets and mapping software. | A/I/E | Knowledge of the planning process. | I |
| | Ability to prepare and present information effectively in writing and orally. | A/I/E | Awareness of Safeguarding. | I |
| | | | Awareness of GDPR. | I |
| COMMUNICATION | Ability to communicate with different audiences. | I | | |
| | Ability to answer the telephone, respond and take clear messages. | A/I | | |
| | Good interpersonal skills. | I | | |

| | | | |
|--|---|------------|--|
| CUSTOMER SERVICE | Understanding of and commitment to promoting equality and diversity in service delivery and employment. | I | |
| | Commitment to customer care the provision of a quality service. | A/I | |
| | Able to handle conflict positively and display a calm professional approach to customers. | I | |
| TEAM WORKING | Ability to work within a team and as a solo performer. | I | |
| MANAGING SELF AND OTHERS | Excellent organisational skills. | I | |
| | Methodical and organized. | I | |
| | Accuracy and attention to detail. | I | |
| CAN DO APPROACH / ACHIEVING RESULTS | Ability to work under pressure with minimum of supervision. | I/E | |
| | Quick to learn. | I | |
| SPECIAL REQUIREMENTS | For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. | A | |

How assessed

- A = Application CV/Personal Statement
C = Certificates/professional Registration
D = DBS police check
E = Exercise
I = Interview
M = Medical assessment

| | | | |
|-----------------------|---------------------------------|------------------|----|
| For Official Use only | | | |
| Job title: | Planning Technician | Post no: | CA |
| Service: | Planning & Economic Development | JE score: | |
| Team: | Planning Projects | Pay band: | 9 |

| | | | |
|--|---|---|---|
| Location: | The Burys Godalming, Surrey GU7 1HR | Position type: (if part time, working pattern) | 22.5 hours per week – pattern to be confirmed. Hybrid |
| Competencies: (level 1 – 4) | Communication | 1 | |
| | Customer Service: | 1 | |
| | Team Working: | 1 | |
| | Managing Self and Others: | 1 | |
| | Can do approach/Results | 1 | |
| REVIEWED BY: | Sarah Wells | DATE: | 17 November 2022 |
| CHECKED IN: | HR | DATE: | |
| LAST UPDATED: | | DATE: | |