

Job Vacancies



PLANNING ASSISTANT (DEVELOPMENT MANAGEMENT)

Salary: £19,171 to £19,945 (12 months fixed term contract)

Development Directorate - Planning. This is an exciting time to be in Preston and the directorate is playing its part in making the city a great place to live, work and visit. Planning is an important function of the Council, as it is about place-making, managing the quality of development and ensuring it is sustainable. There is a significant amount of developer interest in the city, supported by the City Deal and it is important that this makes a positive impact. This is already starting to happen and it is vital that this continues.

We are investing in our Planning service in order to deliver our corporate priorities. We are seeking an enthusiastic, motivated and well organised individual to take up a Planning Assistant role. The role would be particularly suited to those with GCSE and A Level qualifications in Geography or similar disciplines.

In the Planning Assistant role you will deal with a range of professional technical work in a service that has achieved significant performance improvements in recent years. You will undertake technical duties associated with the processing of all planning applications and manage, with support and supervision, your own caseload of planning applications proposing house extensions and other alterations across the City. You will be required to provide advice and information to customers and other stakeholders as such you should have good communication and negotiation skills. You must have good organisational skills, the ability to motivate yourself, to prioritise and manage your own workload and at times to work under pressure to meet deadlines.

For an informal chat about the role, please contact Natalie Beardsworth, Head of Development Management and Building Control, on 01772 906501 or n.beardsworth@preston.gov.uk

Post no: DEDM01011

Closing date: 12 noon, Friday 4th October 2019

Interview dates 16th and 17th October 2019

Apply on-line at www.preston.gov.uk/jobs. Alternatively telephone the 24 hour recruitment line on 01772 906914, quoting the vacancy reference number for an application pack.

Completed forms must be returned to Human Resources, 1st Floor, Town Hall or emailed to recruitment@preston.gov.uk



**Working towards Equality in a
Prouder Preston**

EMPLOYEE SPECIFICATION

Closing Date: 12 noon, Friday 4th October 2019

Directorate: Development		Section: Development Management
Post No: DEDM01011	Designation: Planning Assistant	Grade: 4 SCP 6 - 8

Qualifications: E Five GCSEs, Grade "C" or above including Maths and English HD GCSE or A Level in Geography or other related discipline		
Knowledge/Skills/Abilities: E To work within a team whilst using individual initiative E To give clear advice and guidance both in writing and verbally to all stakeholders E To deal firmly and diplomatically with all stakeholders E To work to deadlines producing clear and accurate outcomes E Good organisational skills with an ability to work to timescales, set targets and work under pressure to achieve them E Good interpersonal relationship skills to collaborate with partners, stakeholders and staff E Good computer skills and the ability to use appropriate ICT systems to enhance service delivery D Awareness of best practice in Development Management D Interactions between the sections within the Planning Department A Methods of and a commitment to improving performance and delivering best value A An understanding of the Council's policies, procedures and regulations which are relevant to the work of the Planning Department		
Experience: E Dealing with telephone and written enquiries E ICT systems and equipment		
Special Requirements: E The post holder should be able to undertake site visits and property inspections HD Driving licence		
NB E Essential HD Highly Desirable D Desirable A Advantageous		

Date Produced: September 2019

JOB OUTLINE

Closing Date: 12 noon, Friday 4th October 2019

Directorate: Development		Section: Development Management
Post No: DEDM01011	Designation: Planning Assistant	Grade: 4 SCP 6 - 8

Purpose of Job:

To assist in the workload of the Development Management division to efficiently and effectively deliver the core planning services, the Council's main aims, Key Service Objectives and Targets as set out in the Corporate Plan and Department's Service Delivery Plan.

Main Duties/Responsibilities:

- Handle a caseload of householder and other development management work including planning and other applications and enquiries of a complexity commensurate with the level of the post.
- Dealing with the technical and interpretative aspects of customer enquiries on the need for planning permission, site histories and the current status of planning and other applications.
- To provide technical support to planning officers by carrying out site surveys, taking photographs, assembling documentation for meetings, appeals and public inquiries and posting site notices.
- To provide professional advice to and negotiate with, where necessary, other officers, members and stakeholders in respect of all Development Management functions.
- To take a broad perspective of all aspects of the planning service and ensure that the work of the Section is integrated with and supports the whole Department.
- To implement appropriate policies and procedures to ensure quality in both outcomes and service delivery processes.

In addition, other duties at the same level of responsibility may be allocated at any time, such as:

- To undertake technical duties involved in the work of the whole Department including the validation and processing of planning, building control and other applications, enforcement complaints, incoming mail, upkeep and updating of various sources of information, filing and the production of plans and technical information.
- To maintain the computer database and produce reports from information it holds.
- To provide objective advice and information to members and other stakeholders in all aspects of the Department's work.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council's equality standards.

Date: September 2019