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| **Department** | **PLACE** |
| **Job Title** | Development Technician  |
| **Grade** | 3 and 4 |
| **Primary Purpose of Job** | To provide administrative and technical support to the Development Management Sections to enable them to operate effectively; |
| **Reporting To** | Principal Development Technician |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1** | Processing of applications under the relevant planning and building acts and regulations together with enforcement complaints and other related matters, comprising:* the checking, receipt, registration, plotting, scanning, copying, generating, inputting and maintaining appropriate ICT based and paper data, communications, information, registers, and documentation;
* generating and supplying letters, memos, reports, information and general correspondence to the relevant recipient including customers; and
* electronic filing as appropriate;
 |
| **2** | To provide administrative and technical support to the Development Management Section including papers, documents and information for the Planning and Highways Committee and other reports to Executives or Elected Member Groups. |
| **3** | Working with the Principal ICT Systems Officer and assisting the Principal Development Technician to ensure the Planning Division’s datasets, Geographic Information Systems (GIS) and webpages as appropriate are fresh and accurate including preparing and issuing all relevant statutory return and service information. |
| **4** | Working with the Spatial Data to support the Land Charges Service as appropriate. |
| **5** | Assisting the Principal Development Technician to process the naming and numbering of streets and properties. |
| **6** | To effectively contribute to the business planning processes, performance indicators and service improvements. |
| **7** | To positively promote, engage, apply and use appropriate ICT hardware and software in the carrying out of the main duties as appropriate and to assist the Principal Development Technician to identify opportunities, develop and maximise usage within the service of ICT systems, electronic and mobile working and electronic communications. |
| **8** | To develop effective working relationships with key stakeholders including elected members, staff, customers, government agencies, other local authorities, professional bodies and other service providers. |
| **9** | To carry out any other duties as directed by the Principal Development Technician as may be necessary for the efficient and effective operation of the Development management section, displaying at all times an open minded and flexible attitude to the continually changing environment and service demands. |
|  | **Additional Main duties undertaken at Grade 4** |
| **10** | Assessing, receiving, receipting and recording charges, monies and application fees. |
| **11** | To assist the Principal Development Technician in co-ordinating, maintaining and processing an audit of fees and monies, including cash reconciliation and compliance with finance procedures. |
| **12** | To assist the Principal Development Technician in maintaining accurate records of Section 106 legal agreements, monitoring of S106 cases in order to identify that payments are due and monitoring and reporting of receipt and spend of such community infrastructure benefits. |
| **13** | To assist the Principal Development Technician in processing purchase requisitions. |
| **14** | To deputise for the Principal Development Technician at relevant meetings. |

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| **Date Job Description prepared/updated:** | **7th June 2018** |
| **Job Description prepared by:** | **Head of Development Management** |



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| **Department** | **PLACE** |
| **Job Title** | Development Technician |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | The ability to communicate and negotiate effectively both verbally and in writing with the public, councillors, staff and management  | Application form/Interview |
| 2. | An understanding of planning, building control matters | Interview |
| 3. | An awareness and understanding of, and the ability to use Information and Communication Technology in order to make full use of appropriate software and hardware in the development of the Section and an ability to record and use information within departmental, Authority and legal guidelines. | Application form/Interview |
| 4. | The ability to work well with others, and on one’s own initiative with minimal supervision, to prioritise own workload and adapt accordingly | Application form/Interview |
| 5. | Have an understanding of the political sensitivities of local government, the respective roles of Elected Members and Officers and key decision-making processes. | Application form/Interview |
| 6. | **Additional minimum essential skills and knowledge required at Grade 4 are as follows:** |  |
| 7. | Knowledge and understanding of construction, building and planning related drawings and plans under the relevant planning and building acts and regulations | Application Form/Interview/Test |
| 8. | The ability to assess charges and fees in accordance with the relevant scales of charges. | Application Form/Interview/Test |
| 9. | The ability to give appropriate advice based on up-to-date knowledge, understanding and awareness of planning, building, construction, sustainable development, regeneration and related enforcement, research and information. | Application Form/Interview/Test |
| 10. | The ability to use Information and Communication Technology in order to make full use of appropriate software and hardware in the development of the Section and an ability to record and use information within departmental, Authority and legal guidelines. Maintain accurate records of Section 106 legal agreements, including monitoring, recording and reporting. |  |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Demonstrate competence in accurately inputting, generating and maintaining numeric data and an understanding of accounting, finance procedures and cash reconciliation | Application Form/Interview/Test |
| **3. Work Related Circumstances** |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Demonstrate specialist knowledge of ICT systems or an ability to use advanced functionality of electronic communications (such as automated emails, internet-tracking, or text messaging) to develop better service engagement with user groups. | Application form/Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |
| 2. |  |  |

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| **Date Person Specification prepared/updated:** | **Head of Development Management** |
| **Person Specification prepared by:** | **June 2018****Head of Development Management** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.