

Wirral Council: Job Role Descriptor

Job Role:	Assistant Planning Officer
Service:	Regeneration and Place Directorate – Development Management
Reports to:	Principal Planner Team Leader/Development Management Manager
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	REG
Job Family:	Regulation
Grade:	Band F

JOB ROLE PURPOSE

Dealing with all minor matters in respect of planning applications and inquiries, particularly in connection with domestic developments and minor commercial developments.

KEY TASKS

1. To assist in the undertaking of all aspects of processing minor and householder planning applications and enforcement cases in accordance with set performance targets and with appropriate supervision including:
 - i) acting as case officer for planning applications, carrying out the functions required by the post holder in order to process such applications in an effective and timely manner, including validation, consultation, evaluation and recommendation;
 - ii) preparation of reports for Planning Committee and on delegated items;
 - iii) in connection with i) and ii) above, to make site inspections;
 - iv) to liaise with other sections and departments of the Council and outside bodies/organisations as appropriate;
 - v) to provide advice, information and assistance to Ward Councillors and the general public on planning applications and related matters
2. With support to prepare written evidence for appeals, including Informal Hearings, as appropriate.
3. To manage and respond to pre-application enquiries and correspondence in accordance with the Department's policy.
4. To attend meetings both internal and external, as required.
5. Manage a range of communications in an efficient, effective and positive manner including by telephone, in writing and by e-mail and in person.
6. Maintain an effective working knowledge on current interpretation and implementation of national, regional and local planning laws and regulations.
7. To carry out other duties as may reasonably be required by the Head of Regeneration and Planning and/or the Development Management Manager.

KEY RESPONSIBILITIES

People

Support the democratic and decision-making processes in relation to planning related matters, providing professional planning advice and support to Elected Members, Chief Officers and others, where appropriate. Promote effective communication with all service users.

Financial

Not a budget holder and has no specific responsibilities for budget setting/monitoring and management.

Strategic

Support the Head of Service and the Development Management Manager in developing and delivering the Corporate vision, values and priorities of the Council, the Directorate and the Development Management Service.

Ensure compliance with Health and Safety and other relevant legislation across the service area.

Resources

The postholder has no specific responsibility for stock control, procurement or other Resource related issues.

Planning and Organising

Manage and prioritise own workloads with supervision. Respond to tight deadlines having regard to Committee deadlines, corporate performance targets and nationally set performance indicators, with minimum supervision.

Decision Making

Handle situations and problems with appropriate support , recognising controversial and sensitive issues.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Has or is studying towards a Planning qualification or related discipline.

Knowledge & Skills:

- Knowledge of the relevant law, Government guidance, policies and practice relating to planning.

- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences.
- Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation.
- Focuses on customer satisfaction and deliver a quality service.
- Ability to cope with a heavy workload and respond to tight deadlines with minimal supervision.
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- Understands the functions and needs of the service and how it works to deliver the organisations objectives.
- Adapts and responds well to change.
- Open to new ideas and opportunities.
- Handles situations and problems, recognising controversial and sensitive issues.
- Maintains the highest standard of conduct at all times.

Experience:

- Experience of dealing effectively with customers.

Desirable Criteria

Qualifications:

- Degree in Town Planning or closely related discipline.

Knowledge & Skills:

- I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- Knowledge of democratic process and appreciation of the role of Elected Members.
- Ability to influence and negotiate at all levels within the organisation and with external agencies or bodies.

Experience:

- Experience of working in a Planning Department in an administrative/support role.

ADDITIONAL WORK ELEMENTS

- Required to work outside of normal office hours / flexible working patterns inherent part of the post.
- Able to travel around the Borough using public or private transport.
- Able to attend meetings.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service: Kath Lawless (Interim Service Lead for Development Management and Building Control)

Date: 19/02/2021