



UTTLESFORD DISTRICT COUNCIL

Planning and Building Control Support Officer

Grade 4 Salary £22,183 - £24,491 per annum

To us the administrative function is a vital part of the Planning and Building Control process. This is a great opportunity for an enthusiastic and organised individual to be part of our friendly and hardworking Support Team.

At Uttlesford we invest in our staff and will offer you support and training to help move your career forward. We always seek a strong customer focus and a focus on team performance working on a full time basis (37 hours) based on office working hours Monday-Thursday 8.30am to 5.00pm AND Friday 8.30am-4.30pm.

To be successful in this role you must have a high level of accuracy and technical expertise including confidence because there is a requirement to update templates, produce MS Access reports and assist with streaming live Inquiries/Hearings, amongst other things. You will also have a confident methodical and organised approach to your workload, be calm under pressure with the ability to work to strict deadlines.

Uttlesford is a vibrant local authority responsible for providing services to the 90,000 strong population of Uttlesford. We are agile in how we work and have a range of benefit packages which include:

- Hybrid Working
- Generous paid holidays
- Contributory Local Government Pension Scheme
- Employee Assistance Programme
- Flexitime
- Volunteering opportunities
- Vine extras – Employee discount scheme
- Health and Wellbeing

For an informal discussion please contact Ann Howells on 01799 510346

If you are interested in this post, please apply via our online recruitment link which is available on our website <https://www.uttlesford.gov.uk/for-jobs/Applying-for-a-job>

Closing date for completed applications is Tuesday, 18 January 2022.
Interviews will be held via Zoom or Teams week commencing 24 January 2022.

CVs will not be accepted.

We positively welcome applicants from all sections of the community.

UTTLESFORD DISTRICT COUNCIL

JOB DESCRIPTION

Designation: Planning & Building Control
Support Officer

Salary: Grade 4 £22,183-£24,491

Direcorate: Public Services

Section: Planning & Building Control

Reporting to: Planning and Building Control Support
Team Leader

Location: Saffron Walden **OR** such
other place of employment in the
service of Uttlesford District Council as
required

Responsible for: Nil

OVERALL PURPOSE OF JOB

1. To provide the key technical and administrative function to the Planning and Building Control teams, ensuring that all statutory and service requirements are complied with to a high level of accuracy and technical expertise.
2. To control and maintain Building Regulation and Planning records, complete local land charges and answer queries from elected Members, applicants and their agents and the public relating to the technical and administrative elements of Building Regulation and Planning applications and general matters.

KEY RESPONSIBILITIES

1. To process and validate applications, orders and other duties associated with this, ensuring that all relevant cases are complete, descriptions of development are accurate, they have the correct paperwork and if required, are accompanied with the correct fee.
2. To assist in the regular monitoring, review and change of process and practice policy within the Division so as to ensure best practice for customer care.
3. To contribute to weekly, monthly and other regular monitoring and review meetings producing documents and associated reports when required for internal and external Planning and Building Control meetings including formal Committee meetings.
4. To provide comprehensive information, advice and guidance to staff, Councillors, Agents and members of the public including the collection and dispatch of information and fees in person, writing or by email.
5. To complete the relevant elements of local land charges
6. To control and maintain Building Regulation and Planning records and Statutory Registers.
7. Offer support and contribute to any projects as required.
8. To use all computerised systems for both the recording of and the provision of all information.

9. Help support the implementation of system and process alterations and enhancements to make work more efficient and responsive.
10. Process incoming and outgoing electronic and paper based mail for the Division.
11. Process the conversion of paper records and electronic files using scanning equipment into the document management system.
12. Administration of all street naming and numbering procedures throughout the district including updating the property database.
13. To monitor own work and identify best practice opportunities to improve both service provision and development.

The above duties and responsibilities give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

1 Knowledge

- a) An awareness of the UK building Regulation and Planning system is desirable.
- b) Copyright issues.
- c) Ordnance Survey Legislation.
- d) Data Protection Act.

2 Skills

- a) Proficient in the use of IT, especially Microsoft Office. The Division also operates a Geographical Information System, Document Imaging and Applications Management software on which training and coaching will be given. It is expected that the post holder will achieve and maintain a high level of expertise in the use of these software packages.
- b) Effective written and verbal communication commensurate with the level of the post with a wide range of people including the General Public.
- c) Ability to interpret plans.

- d) Ability to maintain accurate records.
- e) Ability to work as part of a team and to help colleagues to develop their skills but also to work on own initiative.
- f) Ability to work flexibly and to be receptive to change and assistance by colleagues.
- g) Ability to prioritise own work and meet deadlines

3 Experience

- a) Good communications skills at all levels.
- b) Customer focused with excellent customer care skills.
- c) General office environment experience would be an advantage.
- d) Experience in using a range of office machinery and computer software, although training will be given.
- e) Experience of working in a methodical manner and with a high degree of accuracy

4 Qualifications/Training

- a) GCSEs in English and maths or equivalent work experience.
- b) NVQ in customer Service useful but not essential.
- c) Able to undertake and contribute to appropriate training to enhance service delivery

5 Circumstances

- a) Able to work additional hours on occasions

Non Line Manager Core Accountabilities

- Understand the needs of your customers and deliver the best possible outcomes through exemplar behaviour in accordance with UDC's Values and Behaviours
- Work flexibly and collaboratively across structural boundaries in support of key outcomes
- To contribute to development or organisational capability by taking ownership of your own training and development, including identifying and taking part in training and development activity and responding to feedback on performance
- Take responsibility for identifying and auctioning areas of risk including Health and Safety and Business Continuity

Safeguarding

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Role Requirement: This role does not require a DBS (CRB) check.

Pre-employment Checks appropriate to this Job Profile

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

Essential User: Does this role qualify / not qualify as an Essential User

Effective Date: Nov 2017

**UTTLESFORD DISTRICT COUNCIL
PLANNING AND BUILDING CONTROL SUPPORT OFFICER
BASIC TERMS and CONDITIONS OF EMPLOYMENT**

| | | | | | | | | | | | | | |
|-------------------------------------|--|---------|--------------|---------------------|--------------|--|--------------|--|--------------|--|--------------|--|--------------|
| PRE-EMPLOYMENT MEDICAL | Appointment is subject to a Pre-Employment Medical Clearance. | | | | | | | | | | | | |
| SALARY (Per annum -Pro-rata) | <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Grade 4</td> <td style="text-align: right;">12 – £22,183</td> </tr> <tr> <td>Spinal Column Point</td> <td style="text-align: right;">13 – £22,627</td> </tr> <tr> <td></td> <td style="text-align: right;">14 – £23,080</td> </tr> <tr> <td></td> <td style="text-align: right;">15 – £23,541</td> </tr> <tr> <td></td> <td style="text-align: right;">16 – £24,012</td> </tr> <tr> <td></td> <td style="text-align: right;">17 – £24,491</td> </tr> </table> <p>Salary is paid on the 23rd of the month by credit transfer directly into the bank or building society of your choice.</p> <p>Incremental progression within your pay band is effective subject to satisfactory performance as measured through our appraisal system and if your start date is such that you are still under probation on 1 April, you will not be eligible for an incremental rise until the following year.</p> | Grade 4 | 12 – £22,183 | Spinal Column Point | 13 – £22,627 | | 14 – £23,080 | | 15 – £23,541 | | 16 – £24,012 | | 17 – £24,491 |
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| | 17 – £24,491 | | | | | | | | | | | | |
| PENSION | The Pension Scheme applicable to your employment is the Local Government Pension Scheme (LGPS) and all new employees who are contractually eligible for membership should be made a member of the main scheme. The pension contributions for your pay band is currently 6.5% (employee) and 20.2% (employer), this is deducted at source. You may opt out if you wish but you cannot before starting employment. You must obtain the opt-out form directly from the LGPS Administering Authority, Essex Pension Fund https://www.essexpensionfund.co.uk | | | | | | | | | | | | |
| ANNUAL LEAVE PRO-RATA | <p>Basic annual leave is 163 hours rising to 185 hours after 5 year’s continuous local government service, plus 15 extra statutory hours leave; the timing of which is reviewed annually.</p> <p>All leave and statutory hours are proportionate to the current leave year</p> | | | | | | | | | | | | |
| HOURS | 37 hour week | | | | | | | | | | | | |
| PROBATION | There is a six month period of probation for all new employees. | | | | | | | | | | | | |

Please note: the details set out above are for information only and do not constitute an offer of employment.