

JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive
SERVICE	Planning Development Management
POST NUMBER	TBC
POST TITLE	Planning Business Support Officer
POST GRADE	Local Salary Scale S3
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Business Support and Land Charges Team Leader
RESPONSIBLE FOR	No supervisory responsibility.
JOB PURPOSE	<p>Under the supervision of the Business Support and Land Charges Team Leader to provide efficient and cost-effective support for the Planning Service:</p> <ul style="list-style-type: none"> ▪ Scanning, Registering and validating applications relating to planning and building regulations ▪ Planning appeals ▪ Planning enforcement ▪ Informal enquiries ▪ Local land charges ▪ Community Infrastructure Levy ▪ Providing administrative support to Planning officers

MAIN AREAS OF WORK	
1	Undertake administration in relation to planning applications. Utilising the Planning applications IT system to registering planning applications and inform local residents/businesses that an application has been received and undertaking the validation of planning application.
2	Provide administrative support for planning appeals- interacting with all parties including the Planning Inspectorate; informing all parties, arranging venues, website, recording and distributing of decision
3	Provide administrative support to the Enforcement team including registering and acknowledging enforcement complaints
4	Undertake general administrative duties within the Land Charge Service including registration of new LC searches and recording information provided by ES Building Control Partnership and East Sussex County Council.
5	Provide administrative support to the Community Infrastructure Levy team
6	Responding to general enquiries and managing responses to complaints
7	Provide additional generic support to the Business Support and Land Charges Team Leader in accordance with any appropriate service manuals and service plan performance indicators.

	Under the guidance of the Business Support and Local Land Charges Team Leader to assist with the cleansing of data in preparation for the migration of the local land charges register to HM Land Registry
4	Provide administrative support to Planning officers in relation to planning applications, conditions and appeals.
5	Co-operates with managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.
6	Undertakes any other duties for which the postholder is competent and which the Director of Services considers necessary for the effective and efficient delivery of the Planning Service.

Note: The type and complexity of the work will depend on training and experience.

PERSON SPECIFICATION

Post Title	Planning Business Support Officer	
Directorate	Deputy Chief Executive	
Service	Planning Development Management	
Grade	Local Salary Scale S3	
	Essential	Desirable
Qualifications		
Minimum five GCSEs at grade C including English Language and Maths or equivalent	X	
To A level or NVQ in related field		X
Experience		
Previous experience within Planning and/or Local Land Charges environment		X
Practical experience of Information Technology	X	
Working with internal and external customers	X	
Skills and Abilities		
Ability to work as part of a team	X	
Ability to work to performance targets	X	
Ability to produce consistently accurate work	X	
Sound skills in the use of IT including GIS	X	
Good communication skills/customer care	X	
Organisational and time management skills	X	
Training		
Planning software, including GIS, document management system	X	
GGP Graphic information System	X	
ECDL or equivalent		X
Overview of all areas of the Planning Service and specifically planning administration		
Knowledge		
Knowledge of procedures within Local Land Charges		X
Knowledge of geographic area of Rother DC		X
Familiarity with working to performance targets	X	

August 2024