

JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive
SERVICE	Planning Development Management
POST NUMBER	TBC
POST TITLE	Planning Business Support Officer
POST GRADE	Local Salary Scale S4
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"> ▪ 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 all administration in relation to planning applications utilising the Planning IT system, including registering planning applications; informing local residents/businesses; and undertake the validation of planning applications, to make sure that all of the correct information is provided to allow the Planning officers to enable them to assess the application. (Fully trained officers will be expected to validate the larger and most complex applications.)
2	Provide administrative support for planning appeals - interacting with all parties including the Planning Inspectorate, arranging venues, website, recording and distributing of decision
3	Provide administrative support to the Enforcement team including registering and acknowledging enforcement complaints
4	Undertake 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 including issuing notices and inputting monitoring data
6	Respond to general enquiries and managing responses to complaints (complexity will depend on experience)
7	Provide support to the Business Support and Land Charges Team Leader in accordance with any appropriate service manuals and service plan performance indicators.

	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-operate 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

District Council

Post Title	Planning Business Support Officer		
Directorate	Deputy Chief Executive		
Service	Planning Development Management		
Grade	Local Salary Scale S4		
		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		
Good 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 - Provided	X		
GGP Graphic information System - Provided	X		
ECDL or equivalent			X
Knowledge			
Knowledge of procedures within Planning and/or Local Land Charges			X
Knowledge of geographic area of Rother DC			X
Familiarity with working to performance targets	X		

August 2024