



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Regenerative Development/Planning/Development Management
Post Title	Assistant Planning Technical Services Officer
Post Numbers	44643 & 44645
Accountable to	Senior PSO Officer (Technical Services Team Leader)
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	July 2024

Job Description - Principal purpose of job (role summary)

As Assistant Planning Technical Services Officer you will support the Planning Technical Services Team by ensuring that all technical and administration procedures regarding the formal registration of planning applications submitted to the council are efficiently and accurately completed. Provide technical and administrative support to planning Development Management. You will assist customers, agents and members of the public in interpreting the planning system, relevant planning regulations, drawings and technical information when answering telephone, written and reception enquiries. Process householder or other minor applications in accordance with relevant legislation when required.

You will provide a one-stop service to meet the needs of your internal and external customers; ensuring the provision of an accurate, timely and cost-effective service within nationally/locally agreed performance targets, while maintaining accurate registers and systems in accordance with statutory/agreed requirements.

You will support the coordination of planning committees and any public meetings as required.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Commitment to, and enthusiasm for planning, system administration and data and digital enabled improvement

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities
Support the team by assisting with checking the validity, content and accuracy of all types of planning applications for the purposes of formal registration/validation in accordance with the Town and Country Planning Legislation and the Councils Codes of Practice.
Calculating, evaluating and determining the correct planning fee for planning applications in accordance with the T&C Planning (Fees for Applications) Regulations.
Preparation and publication of the weekly list of planning applications. Identifying the relevant advertising required for each application; identifying and preparing the site notices required in accordance with the Town and Country Planning (General Development Procedure) Order and the Councils Codes of Practice.
Identify and inform neighbours of planning applications by letter. Identify and consult internal departments of the Council and external bodies (including statutory bodies) on planning applications and provide necessary information in accordance with the relevant legislation and Councils Codes of Practice.
Provide a knowledgeable and accurate interpretation of the planning system and relevant planning regulations when answering telephone, written and reception enquires.
Explain and interpret plans, drawings and technical information accurately to customers who are not familiar with such details.
Support delivery of planning committees and public meetings as required
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

<p>The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications		Development Management / Planning related qualifications and/or experience
Knowledge	Technical/administrative general knowledge of the planning system and environmental issues and interpretation of information from plans/scale drawings	
Experience		Experience of carrying out technical/administrative roles in an office environment
Communication	Effective oral and written communication, negotiation and customer care skills	Interest in the planning system
Relationship Building		
Analytical	Ability to analyse and evaluate technical issues relating to the validation, content and accuracy of planning applications	Ability to analyse and evaluate technical information against agreed standards
Planning/ Organising	Effective planning and methodical organisation of workload, with many competing demands, essential to meet tight deadlines	Awareness of the planning process when planning applications are received
Other requirements	Valuing kindness and compassion in the workplace Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	