

Job Description

DEPARTMENT:	Regeneration, Enterprise & Skills
DIVISION:	Business Systems & Resources
SECTION:	Systems Team
DESIGNATION:	Planning Support Officer
GRADE:	CG Sc3-6
POST NO.:	DRES_PLA10, DRES_PLA11, DRES_PLA12, DRES_PLA13, DRES_PLA14, DRES_PLA15, DRES_PLA16, DRES_PLA17, DRES_PLA18
REPORTS TO:	Systems Manager

Purpose of Job

Accountable to the Systems Manager for providing administrative and technical support to the Local Land Charges service.

Summary of main duties and responsibilities (All Levels)

1. Deal with enquiries and provide advice and assistance on administrative matters relating to local land charges.
2. Receiving and logging new local land charge search requests, processing payments, providing advice and direction as necessary confirming addresses, fees, and requests for additional information.
3. Carrying out local land charge searches and despatching them.
4. Maintaining the Local Land Charges Register and other associated records.
5. Coordinating responses from other departments to search enquiries.
6. A commitment to learning and developing within post. Keeping abreast with industry developments, attending training workshops and conferences.

General

7. Undertake a range of administrative support work, in addition to those covered above, including general clerical work, filing and project assistance. Using a range of software to provide administrative support (e.g. document scanning software, presentation software, publishing software, database software).
8. Contribute to regular team meetings aimed at improving service delivery and planning the future work of the team.
9. Undertake any other work appropriate to the level and general nature of the duties of the post.

10. To carry out all duties with due regard to the provisions of health and safety regulations and legislation, GDPR legislation, the Council's equal opportunities and customer care policies, and any local agreements

Additional responsibilities to Scale 4 (CG 2)

11. Prepare and output details of planning applications to the Council's website using the computer software system.
12. Prepare press notices weekly for planning applications.
13. Input and update information on land charges to the geographical information system (GIS). Create geographical information for each application. Search and analyse information from GIS for inclusion in search results.

Additional responsibilities to Scale 5 (CG 3)

14. Prepare and distribute regular monitoring reports and statistical returns using electronic facilities as appropriate. Use reports to monitor statutory and agreed timescales.
15. Check and collate officer timesheets and compare against trading account expectation with regard to Planning Performance Agreements.
16. Check details and fees on planning applications and charge search requests. Liaise with applicants where fees or details require correction or further documentation is required. Receiving payment on fees and administering refunds where required in accordance with financial regulations.

Additional responsibilities to Scale 6 (CG 4)

17. Registrations and consultations for major applications.
18. Drafting notices for legal agreements. Uploading SI06 agreements to applications.
19. Process income from planning, land charges, sales of data and pre-application income.
20. Provide training to junior staff or apprentices where required and actively help others to maximise their potential.
21. Cover other areas as required including enforcement.
22. Deal with minor applications in entirety, as a planning officer would, under the supervision of a qualified planning officer.