

BRENTWOOD BOROUGH COUNCIL

[LOCAL SCHEME OF CONDITIONS OF SERVICE]

JOB PARTICULARS

POST:	Assistant Planner
POST REFERENCE:	TBC
SERVICE:	Planning – Development Management
DEPARTMENT:	Planning
BRENTWOOD GRADE AND SCALE:	Grade E (SCP23 – 27)
CONTRACT TERM:	Permanent
SALARY (BASIC):	£23,249 - £26,389 (Starting salary dependent upon skills and qualifications, progression subject to satisfactory performance)
ALLOWANCES:	Essential User Car Allowance
PENSION:	On joining the Council, employees will automatically become Members of the Local Government Pension Scheme. The employees' contribution rate, based on annual pensionable earnings, is between 5.5% and 7.5%.
CAR LOAN FACILITY:	As part of the Council's "Recruitment and Retention" package, loan facilities for the purchase of a motor car have been extended to all permanent staff under the Scheme's amended rules and conditions, at the discretion of the Head of Paid Service. In certain circumstances the Scheme shall also apply to staff with leased vehicles, but not to those who already have outstanding car loans. Full details available from the HR Helpdesk.
PROFESSIONAL FEES:	The Council will be prepared to pay the professional Membership Fee to one approved Institute, appropriate to the nature of the work and responsibilities to be undertaken.
CHILD CARE VOUCHERS:	Childcare vouchers work by salary sacrifice, which means that you receive the vouchers instead of part of your salary. Unlike your salary, childcare vouchers are free of tax and national insurance, which could save you over £900 a year, depending on individual circumstances. Full details of the scheme are available from the HR Helpdesk.

**SEASON TICKET LOAN
(PUBLIC TRANSPORT)**

An interest free season ticket loan for public transport is available, subject to conditions of the Scheme and authorisation of the Chief Executive.

HOLIDAY ENTITLEMENT: Minimum leave 25 days (28 days after five years Local Government service).

PERIOD OF NOTICE: One calendar month.

WORKING HOURS: 37 hour week
Monday - Thursday 8.30am to 5.00pm
Friday - 8.30am to 4.30pm

A scheme of flexible working hours operates within the Council by agreement with line management and operational needs.

The postholder may be required to attend evening Council or Committee or other meetings outside normal office hours as necessary to carry out prescribed duties and responsibilities.

Overtime working is required on occasions for which payment would be paid where appropriate and authorised by management in advance.

CLOSING DATE OF APPLICATIONS: To be submitted by 11th September 2017

INTERVIEW DATE: To be arranged in due course.

INTERVIEW EXPENSES: Brentwood Borough Council does not reimburse candidates

INFORMATION: For informal discussion and information, please telephone Caroline McCaffrey on 01277 312 500.

ACKNOWLEDGEMENTS: It is expected that candidates invited for interview will be informed within 1 month of the closing date. In the interest of economy, it is no longer the Council's practice to acknowledge the receipt of applications or, to notify unsuccessful candidates other than those called for interview. Applicants who wish to receive acknowledgements should attach stamped addressed envelopes to their completed application form. If only one envelope is received it will be assumed that you wish only for the receipt of your application to be acknowledged.

Once completed this Application Form and Equal Opportunity Monitoring Supplement should be returned to:

Brentwood Borough Council
Britannia House
Mere Way
Ruddington
Nottingham
NG11 6JS

Please mark applications “Staff Appointment for the attention of Human Resources”.

Brentwood Borough Council

Job Profile

Post Title Planning Assistant – Development Management

Grade Grade E

Post Reference

Service Area Planning – Development Management

Reporting Relationships

Responsible to: The Chief Executive (Resources)
Thurrock Planning Services
Team Leader
Senior Planning Officer

Responsible for: None

Main Purpose of Job

To assist in the provision of a fair, efficient and quality Development Management service, ensuring that all procedures are followed and targets are met.

The assessment of planning applications against established planning principles, national planning policies, the council's adopted local plan policies and all other material considerations to produce a reasoned and justifiable recommendation for Members of the Council to determine the granting or refusal of permission.

To fulfil this role within the framework of service objectives, the Council's corporate objectives and policies and any legal requirements.

Main Duties and responsibilities

The general duties and responsibilities of the post holder will fall within the following general areas, subject to the overall direction, policy guidelines and specific instructions of TSP of the Chief Executive.

1. Assist in ensuring the Development Management Team fulfils the commitments, mission and objectives of Planning Services and the Council as a whole.
2. Ensuring that all procedures are followed and that all targets are met.
3. To be acquainted with the various Acts relating to the Council's statutory responsibilities with regard to planning matters, including the relevant legislation, orders, circulars and policies.

4. Keeping abreast with changes in such legislation and Government advice and making the necessary changes to practice and procedures arising therefrom.
5. To assist in achieving and maintaining Investors in People accreditation and ensuring that own personal training and development needs are met.
6. Maintaining a 'customer' orientated approach including fostering good relations with local bodies including Parish Councils.
7. Dealing with the processing of predominantly householder and less complex planning applications, ensuring validity, visiting sites, analysing planning history, carrying out consultations, assessment and drafting of recommendations.
8. Meeting applicants or their agents regarding applications or draft proposals, carrying out negotiations and giving advice on the Council's policies as they affect development proposals.
9. Dealing with members of the public regarding planning enquiries, as appropriate.
10. Drafting letters and preparing reports, including Committee reports on planning and other applications and associated matters.
11. Liaising and providing information or advice to other sections of the Directorate, other Council Directorates, Council Members, members of the public and outside bodies and organisations.
12. Attending meetings, including meetings of the Council and its Committees (including committee site visits), as required by the Development Management Team Leaders and ensuring that any necessary action arising from discussions at such meetings is dealt with by Planning Services and is carried out properly and expeditiously.
13. In accordance with qualification and experience, preparing statements in respect of appeals made against the Council's decisions on planning and other applications.
14. When required, checking of applications and enquiries relevant to the Council's building control functions and, in considering the relevant legislation, deciding as to the necessity for planning permission to be obtained.
15. Acting at all times in a manner reflecting the aims and objectives of the Council, as instructed by the Development Management Team Leaders, including the pursuance of maintaining an efficient Development Management service.
16. Such other responsibilities compatible with the post-holder's qualifications and experience as may be assigned by the Head of Planning & Regulation.

6. SPECIAL CONDITIONS OF EMPLOYMENT:

Attendance at evening meetings of Elected Members will be required in connection with the officer's duties and responsibilities. In addition, there will be occasions when it is necessary for the holder of the appointment to attend other meetings and perform other duties outside normal office hours in order to carry out his/her work satisfactorily.

JOB DESCRIPTION - COMMON RESPONSIBILITIES

1. To participate in training generally including training for and use of new technology for the purpose of the post holder's duties and responsibilities.
2. To participate within the limits of the post holder's knowledge and experience in any training of other persons in whatever capacity such persons fall.
3. To contribute to and assist in the general management of the Service and to attend meetings as required or directed.
4. In accordance with instructions from your Chief Officer or the Chief Executive, to give ad hoc advice to Members of the Council, based on the post holder's knowledge, experience and the exercise of judgement, to supplement and have due regard for, the Council's confidentiality requirements and formal structure of accountability.
5. To participate and assist in carrying out emergency planning functions of the Service as required. Such requirements to consider, where practicable, the individual's objections on the ground of conscience or other deeply held personal conviction.
6. To carry out other work and from any location as required and directed from time to time. This work may include becoming involved in work with which the postholder has not had a great deal of experience, if any, but would generally be compatible with the postholder's qualifications and experience.
7. To carry out such other duties and responsibilities compatible with the postholder's qualifications and experience as may be assigned by the Chief Executive.
8. To accept, and exercise personal responsibility and commitment for achievement of Service and Council wide, customer orientated, high quality service provision objectives.
9. As a condition of employment, all members of staff are required to adhere at all times to the prevailing regulations and procedures applying in the Service, to the Council's Financial Regulations and Standing Orders, and to the standards of conduct contained in, and arising from the National Code of Local Government Conduct. All such documents are available for reference in your Directorate and in the Personnel Office.
10. NOT to disclose, without prior authority so to do, to any member of the public or unauthorised source, confidential or personal information about the Council's work or any individual or group obtained whilst the postholder is carrying out his/her duties.

Person Specification

Qualifications and Knowledge

- Current Driving Licence
- Experience in Development Management in a local authority planning office

Skills and Experience

- Articulate and able to communicate effectively
- Ability to work under pressure and achieve deadlines
- Thorough and well organised
- Computer literate with sound working knowledge of Microsoft packages, including word, PowerPoint, outlook DMS Preferably iDOX
- Numerate
- Ability to work as a team member
- Ability to work with minimal supervision
- Adaptable
- Ability to work under pressure and achieve deadlines
- Ability to deal with people in various situations in a polite but informative and positive manner
- Self confident and self-motivated.

Date: 01 August 2017