

**Job Description**

**Post Title:** Student Planner (AA3921)

**Evaluation:** 404 Points

**Grade: N4**

**Responsible to:** Team Manager

**Responsible for:** n/a

**Job Purpose:**

To support the delivery of an effective and efficient planning service on behalf of the Council.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist with the handling of mainly householder and minor planning applications and other applications such as adverts, initial processing, site inspection and assessment
2. To assist in the monitoring of development, investigating and responding to complaints.
3. To assist in the preparation of advice to clients of the Development Management planning service on matters pertaining to the service area.
4. To assist the Assistant Director Planning in delivering an effective customer focused development management service that meets Corporate objectives and stakeholder aspirations
5. To assist in the development of policies and procedures to assist in service delivery
6. To support generating income through the delivery of planning activities.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
8. To promote and implement the Council's equalities policies in all aspects of employment and service delivery.