

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Planning Technician		<b>Group – Service:-</b> Planning & Economy - Planning Services		<b>Office Use</b>
<b>Band:</b> 5		<b>Workplace:</b> County Hall or area office in North or West		<b>JE ref: 2212 HRMS ref:</b>
<b>Responsible to:</b> Principal Planning Officer		<b>Date:</b> Sept 2011	<b>Manager Level</b>	
<b>Job Purpose:</b> Support senior professional and managerial staff in the provision of Development Management services, by providing technical expertise and assisting in the processing and appraisal of planning applications. Provide technical input to the preparation of reports to both internal and external customers.				
<b>Resources</b>	Staff	May act as mentor/supervisor for junior and support staff and provide technical advice to professional staff within the Service		
	Finance	May have responsibility for handling payments, raising orders or processing invoices in a particular area of work.		
	Physical	Maintain and operate key corporate information systems.		
	Clients	Some general involvement in conjunction with more senior professionals and managers. Dealing with the public and internal and external customers to deliver services and information		
<b>Duties and key result areas:</b>				
<ol style="list-style-type: none"> <li>1. Assist senior professionals and managers in the delivery of the Development Management service, by conscientiously undertaking a range of functions relating to the processing of planning applications, including undertaking site visits, collecting evidence and assisting with assessment of proposals, and the servicing of Planning Committees.</li> <li>2. Effectively deliver and deal with technical service problems and enquiries or, where appropriate, undertake remedial action that satisfies the client's needs and safeguard their interests. These undertaken in accordance with the service's established procedures and quality standards.</li> <li>3. Actively participate in the development of procedures and practices in relation to the effective delivery of the Development Management service and as required participate in the delivery of projects and initiatives including neighbourhood planning all to bring the Service's business plans and objectives into effect.</li> <li>4. Assist with the monitoring of development sites and the investigation of potential breaches of planning control as required by senior professionals and managers including the provision of technical support and undertaking site visits.</li> <li>5. Provide technical support and assistance to professional officers as required in preparing for planning appeals, including completion of appeal questionnaires, compilation of appeal documentation, research and background work for preparation of appeal statements and proofs..</li> <li>6. Provide technical advice, support and input to the collection and collation of performance management data as required by senior professionals and managers.</li> <li>7. Contribute to the maintenance of effective communication systems within the service.</li> <li>8. Research and respond to information requests from members of the public, applicants, Members and other external stakeholders in respect of pre-application advice and the processing of planning applications as required by senior professionals and managers.</li> <li>9. Maintain appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures.</li> <li>10. Actively adopt effective and constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements, for the delivery of high quality services.</li> <li>11. Other duties appropriate to the nature, level and grade of the post.</li> </ol>				
<b>Physical requirements:</b>		Predominantly standing with frequent need to walk and bend and occasional requirement to lift moderate weights.		
<b>Transport requirements:</b>		Travel to development sites and other work sites, area offices or training venues throughout the County and occasionally further a-field.		
<b>Working patterns:</b>		Normal office hours with occasional evening and week-end meetings. Flexi-hours scheme applies.		
<b>Working conditions:</b>		Likely to have extensive exposure to working outdoors.		

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PERSON SPECIFICATION**

<b>Post Title:</b> Planning Technician	<b>Group – Service:</b>	Ref: 2212
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>A sound knowledge and understanding of Development Management processes and procedures</p> <p>A sound understanding of the diverse functions of a large complex public organisation.</p> <p>An active awareness of and active interest in the current issues facing the service.</p> <p>An understanding of the relationship between costs, quality, customer care and performance and ability to actively monitor progress within the Development Management service.</p> <p>Actively undertaking ongoing continuous personal development.</p>	<p>A relevant degree or equivalent qualification.</p> <p>A full technical qualification.</p> <p>Evidence of successfully supervising technical staff.</p>	
<b>Experience</b>		
<p>Extensive experience in using Microsoft Office, Oracle applications, word processing, spreadsheets, database, planning IT software and GIS systems, particularly as they relate to the processing of planning applications and managing environmental information.</p> <p>Experience and understanding of working in a planning service.</p> <p>An active desire to provide effective customer centred services.</p>	<p>Experience of working in a Development Management service</p>	
<b>Skills and competencies</b>		
<p>Effective IT skills and ability to understand and develop the use of ITC to achieve work objectives.</p> <p>Sound knowledge and understanding of spatial planning data and GIS systems</p> <p>Confident and competent in expressing own views and an active participant in internal and external meetings.</p> <p>Ability to collect, analyse and interpret environmental information and data</p> <p>Ability to communicate technical and planning related information to the public, developers, third parties and Members</p> <p>Ability to work with limited supervision.</p> <p>Ability to work methodically and systematically.</p> <p>Adopts a collaborative approach to work.</p>		
<b>Physical, mental and emotional demands</b>		
<p>Generally works from a seated or standing position with regular need to walk, bend or carry items.</p> <p>Need to maintain general awareness, with lengthy periods of enhanced concentration.</p> <p>Regular contact with public/clients in dispute/negotiation with the County Council.</p>		
<b>Motivation</b>		
<p>Dependable, reliable, a good timekeeper and effective guide/mentor to subordinate staff.</p> <p>Demonstrates and encourages high standards of honesty, integrity, openness and respect for others.</p> <p>Helps to create and encourages a positive work culture, in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated</p> <p>Able to work with minimum supervision.</p>		
<b>Other</b>		
Applicants must hold a current British (UK) driving licence		