 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Regeneration and Inclusive Growth		Service Area: Planning Services	
JOB TITLE: Planning Support Officer (compliance)			
GRADE: G – H (SCP 9-17)			
REPORTING TO: Planning Services Manager			
1.	JOB SUMMARY: <p>The post holder will be required to assist the Planning Services Manager in providing support to the Planning Services Team on a range of technical and non-technical aspects.</p> <p>The post holder will have a dedicated focus on assisting in planning compliance matters and be required to validate planning applications, provide basic planning advice.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1	To assist in the investigation of breaches of planning control, monitoring and gathering of information/evidence associated with those investigations and ensure compliance with any approvals and imposed conditions through a variety of methods including site visits.		
2	You will provide advice on planning compliance/breaches of planning control matters to the general public and use the Council's document management system to ensure adequate records and data are held with regards to breaches of planning control.		
3	To provide administrative and technical support to Planning Officers, the Planning Compliance Officer and the Planning Services Manager as required and on duties including; <ul style="list-style-type: none"> • Use of GIS to manage information and identify potential development constraints • Dealing with correspondence for requests for information • Reviewing and processing plans and information • Producing and circulating agendas and taking minutes of meetings • Managing and maintaining data, records, systems and information 		

4	To check the validity, accuracy and completeness of information included in submissions to the Council, which are received in accordance with the agreed Council procedures, guidance and associated planning legislation.
5	To identify and carry out publicity for planning consultations in accordance with agreed procedures and relevant planning legislation.
6	You will be responsible for assessing requests for whether development needs planning permission in accordance with planning legislation and advising customers, including those seeking Building Regulations approval, of that decision in writing.
7	You will be required to proactively engage and negotiate with stakeholders to resolve alleged breaches of planning control and issue appropriate response to complaints. Additionally you will also act as one of the first public points of contact in to the Planning Services team, providing appropriate technical support to members of the public both via telephone, email and in person where necessary.
8	To respond to requests on the status of planning applications and other planning related matters.
9	To adhere to all internal procedural guidance on the validation of planning applications, statutory consultee list and any other relevant associated technical documents, and update such documentation as required, by the Planning Services Manager.
10	To assist with the organisation and operation of planning meetings, including the preparation of presentations for Planning Committee meetings using Microsoft Powerpoint (or similar) in consultation with Planning Officers and the Planning Services Manager.
11	You shall ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
12	To take reasonable care of your own health and safety and co-operate with Management so far as is necessary to enable compliance with the Authority's Health and Safety rules and legislative requirements.
13	You shall be responsible for your own personal development and undertake any necessary training and development to assist you in the requirements of the post.
14	You will need to ensure that such other duties and responsibilities commensurate with the grading and nature of the post are fulfilled as directed by the Planning Services Manager.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Benefits & Grade – The job is based on a career grade and appointments to a grade are based on successful candidates qualifications and experience. A broad indication is provided below;

Grade	Relevant experience and qualifications
G	Awareness of the role of the planning system and evidence of customer service skills.
H	A basic understanding and knowledge of planning legislation, with experience of operating within a regulatory framework. Ability to work independently with guidance as necessary from senior officers.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	Planning Support Officer (compliance)	Grade G – H (SCP 9-17)
Directorate / Service Area	Regeneration and Inclusive Growth	Planning Services
Post Ref:		


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NVQ3 or equivalent level of knowledge and skill gained through substantial demonstrable direct work experience 	<ul style="list-style-type: none"> Investigation or audit based qualification 	Application form
Experience	<ul style="list-style-type: none"> Experience of compliance, enforcement or investigatory environment, ideally relating to statutory/regulatory processes. 	<ul style="list-style-type: none"> Work experience within a Planning Department Environment Local Government experience Experience of working with service specific IT packages (Idox & Uniform) 	Application / Interview

<p>Knowledge & Skills</p>	<ul style="list-style-type: none">• Excellent attention to detail with the ability to produce accurate work.• Understanding of and ability to work with scale drawings• Able to demonstrate excellent verbal and written communication.• Ability to be able to deal in a professional and courteous manner with the general public and elected members• High standard of numeracy and literacy skills.• The ability to use own initiative to effectively solve problems.• To be able to form good working relationships with others and work as an effective team member.• To be able to demonstrate effective organisational skills and the ability to meet deadlines and other agreed priorities.• Highly motivated, reliable and enthusiastic.• Good IT skills and familiarity with Microsoft office (word, excel and access) to produce accurate documents and information• Effective use of ICT and other specialist equipment / resources and wider IT and GIS skills including data logging and scanning	<ul style="list-style-type: none">• An awareness of Town and Country Planning and related legislation.• Experience of using GIS to highlight constraints and present map-based information• Enthusiasm to learn new skills and be for your own personal and professional development• Ability to act with political sensitivity and awareness	<p>Application / Interview</p>
-------------------------------	---	--	--------------------------------

Specific behaviours relevant to the post	<ul style="list-style-type: none">• Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements		<ul style="list-style-type: none">• Flexibility to meet the needs to occasionally work outside normal working hours• Full driving license and access to vehicle	

Person Specification dated

October 2024

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Regeneration and Inclusive Growth	SERVICE AREA: Planning Services
JOB TITLE: Planning Support Officer (compliance)	
GRADE: G – H	
JOB LOCATION / BUILDING: Municipal Buildings, Stockton	
REPORTING TO: Planning Services Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

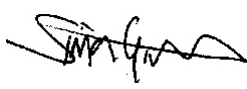
Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X
Known Risk	Yes	No

<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		X
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		X
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	X	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	X	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date: 17/10/24

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk