Student Planner

Job Description

Reports to: Team Manager
Direct reports: N/A

Evaluation: **404** points
Grade: **N4**
Reference: **AA3921**

Purpose

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

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

8. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.