



SWINDON
BOROUGH COUNCIL

Role Profile

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| Job Title: Planning Technician | Grade/ Level: L | Date Prepared: December 2017 |
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| Directorate: Planning | Job Family: Delivery | Job reference: LP00003 |
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Role reports to:
Deputy Service Manager – Development Management

Job Purpose:

- To contribute to the statutory development management function for Swindon Borough Council, encompassing the validation of planning applications, determination of minor planning applications and providing technical support to the wider Planning Service.

Key Accountabilities:

1. Validate planning (and related) applications in accordance with adopted procedures
2. Assess a range of minor, and householder planning and related applications (including Certificates of Lawfulness and prior approvals), for the development of land and to provide a recommendation for each application,
3. Ensure through the Development Management procedures and processes are followed in the determination of minor and householder planning and related applications,
4. Provide written and oral advice to the Planning Committee to assist in the determination of planning applications.
5. Support Senior Officers in representing the Local Planning Authority in the defence of its decisions.
6. Support Enforcement Officers in investigating alleged breaches of planning control.
7. Assist in the monitoring and collecting of developer contributions through Planning Obligations and Community Infrastructure Levy
8. Ensure a high quality of development through negotiation of schemes and the provision of planning advice to other officers, Council departments and external developers.
9. To answer queries from internal or external sources regarding development management issues.

Supplementary Accountabilities:

1. Develop and analyse customer satisfaction surveys of the Planning Department to inform monitoring and performance.
2. Assist in the development of Web based information systems.
3. Assist with the preparation of presentations for use at public meetings, hearings, or other statutory tribunals as required to support the Council's policies, plans and strategies.
4. Develop and maintain appropriate contact with other Departments of the Council, other planning authorities and external bodies in furtherance of duties and responsibilities.
5. Ensure that any identified personal training needs are discussed with the immediate supervisor.
6. Undertake any other duties appropriate to the level and responsibilities of the job.
7. Take responsibility for understanding and implementing the Council's health and safety policy and protocol.

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

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| <p>Job Scope:</p> <p>Number and type of jobs managed: N/A</p> <p>Typical tasks supervised/allocated to others: N/A</p> | <p>Job Scope:</p> <p>Budget: No budget management</p> <p>Assets: Laptop computer, mobile phone, digital camera, measuring equipment</p> |
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Knowledge and Experience:

- English and Maths GCSE Grade C or above (or equivalent).
- Practical working knowledge of the Town and Country Planning Act and related legislation.
- Ability to deal with upset and or aggressive complainants and developers.
- Ability to work safely alone.
- Experience in the workings of the development management process.
- A willingness to work out of hours.
- Computer literacy in word processing, database, spreadsheet, GIS and presentation packages is required.

Decision Making:

- Judgement required on responding to requests for information, including detail, analysis and presentation.
- Judgement required in assessing planning and related applications.

Contacts and Relationships:

- All Group Directorates – regular contact in responding to requests for planning advice
- Communications and Insight – day-to-day contact in terms of ensuring that the media are provided with accurate information regarding land-use data
- Neighbouring Local Authorities – regular contact and collaboration planning issues
- Key stakeholders and community organisations – regular contact in relation to responding to and requesting planning information
- Members of the public - responding to telephone, e-mailed or written enquires, through attendance at public meetings and/or exhibitions, and through participation in the duty planning officer service
- Members of the Council – regular contact in relation to responding to and requesting planning information
- Contractors – Client management of contractors undertaking specialist technical assessments
- Commitment to understanding and helping to implement the Council’s Equal Opportunities policy in both employment and service delivery.

Creativity and Innovation:

The post-holder is expected to participate in the continual review of the Development Management function and promote innovative methods of solving existing problems and creating new opportunities to improve the service.

Job Specific Competencies:

- Innovate in service delivery – using the planning process as a vehicle for service delivery and the delivery of both statutory planning documents and corporate projects and priorities.
- Personal drive – assisting in delivering change and leading by example.
- Appreciation of our customer’s needs – able to engage with customers on their own level and respond to their requirements for data and information.
- Business awareness – anticipate changes to service delivery and put strategies in place.
- Technical competence – broad based experience of research and information, in the context of planning practice.

All Jobs have the responsibility to comply with the Directorate Health & Safety Policy and with Swindon Borough Council’s Corporate Policies on Equalities, Diversity, Investors In People and Freedom of Information.

The postholder will be expected to treat customers fairly and courteously and deal with any complaints promptly and effectively.

In addition, the postholder is required to implement and/or monitor quality assurance initiatives and standards for the effective and efficient provision of services within the team and provide a quality service to all customers taking every opportunity to enhance the image and reputation of the Council.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your line manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Employee Signature:

Print Name:

Date

Line Manager’s Signature

Print Name:

Date: