



## Role Profile

<b>Job Title:</b> Street Naming and Planning Technician	<b>Grade/ Level:</b> L	<b>Date Prepared:</b> 10/1/20
<b>Directorate:</b> Planning, Heritage and Regulatory Services	<b>Job Family:</b> Street Naming and Numbering	<b>Job reference:</b> P/A

Role reports to: Building Control Marketing and Commercial Lead

### Job Purpose:

- To help maintain, develop and promote the Gazetteer Street and Address information and to provide technical support to the Planning Service.

### Key Accountabilities:

#### Street Naming and Numbering Accountabilities

To:

1. Support the LSG and LLPG Custodian in creating and registered all naming and numbering of properties and streets in the Borough.
2. Assisting in consultations with Councillors, Parish Councils, Developers and Emergency Services to negotiate, agree and implement street naming themes, including researching suitable themes for street naming.
3. Assist in the Monitoring of performance against the Geoplace Place data standards that the Gazetteer conforms to BS7666 and the relevant data standards required by Geoplace/Ordnance Survey in line with our contract under the Data Co-operation Agreement and Public Service Mapping Agreements and to take corrective action where appropriate to ensure that the service agreement responsibilities are maintained.
4. Assist in updates of the LLPG/LSG data to all appropriate address based databases – including Council Tax, VOA and Electoral registration services
5. To help identify and develop innovative uses of the Gazetteer information across the Council and, where appropriate partner agencies to provide full potential to our business objectives.
6. Support service areas in liaising with ICT suppliers to ensure interoperability between the gazetteer and line of business applications.
7. Support the business development of the service, including liaison and benchmarking with other authorities as well as national suppliers and working groups.

#### Planning Accountabilities

To:

8. Validate planning (and related) applications in accordance with adopted procedures
9. To support the Planning Policy team in evidence gathering to inform changes to planning policies.

10. To provide GIS mapping to support the Planning function.
11. Support Senior Officers in representing the Local Planning Authority in the defence of its decisions.
12. Support Enforcement Officers in investigating alleged breaches of planning control.
13. Assist in the monitoring and collecting of developer contributions through Planning Obligations and Community Infrastructure Levy.

**Supplementary Accountabilities:**

1. 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.
2. Undertake any other duties appropriate to the level and responsibilities of the job.
3. 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.

**Job Scope:**

Number and type of jobs managed: N/A

Typical tasks supervised/allocated to others:  
N/A

**Job Scope:**

Budget: No budget management

Assets: Laptop computer

**Knowledge and Experience:**

- Education to A level standard or relevant compensatory experience.
- Good knowledge of Geographical Intelligence Systems.
- Practical working knowledge of the Street Naming and Numbering Acts, the Town and Country Planning Act and related legislation.
- Computer literacy in word processing, database, spreadsheet, GIS and presentation packages is required.

**Decision Making:**

- Ability to make decisions relating to requests from Developers, customers and other internal and external requests for Street Naming
- Judgement required on responding to requests for information, including detail, analysis and presentation.
- Judgement required in assessing planning and related applications.

**Contacts and Relationships:**

- Members, Parish Councils, Historically Societies, Members of the Public and other internal and external contacts with relation to consultation on Street Naming and Numbering.
- National contacts with Geoplace, Royal, Mail, Emergency Services.
- 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

### **Creativity and Innovation:**

- Research and create themes for street naming
- Engaging and inspiring others to create street naming for Swindon that reflects its heritage, ambition and vision.
- The post-holder is expected to participate in the continual review of the Planning and Street Naming & Numbering functions and promote innovative methods of solving existing problems and creating new opportunities to improve the service.

### **Job Specific Competencies:**

- Awareness of political sensitivities surrounding street naming and Planning
- Appreciation of our customers 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.

### **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

#### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

#### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

#### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

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: