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| Job Title: | 1.Assistant Planning Officer and 2. Assistant Planning Officer (Enforcement) |
| Reports to: | 1. Principal Planning Officer 2, Principal Planning Officer (Enforcement) |
| Department: | Environment, Development & Housing |
| Section: | Planning & Building Control |

Purpose of Planning

Providing a high quality customer-focused planning and development control service for the city and using professional expertise to advise on local conservation and planning issues in line with statutory frameworks and the council's environmental and sustainability objectives.

Principal Accountabilities

Responsible for a work programme of planning related activities and enquiries, including the preparation of reports on planning applications and enforcement reports and the development and implementation of planning/conservation policies and plans

To manage a caseload which may include complex applications, undertaken with supervision, within agreed timescales. This to include consultations, site inspections, and making recommendations

Provide advice to the public, external stakeholders and colleagues regarding planning issues

Assist in dealing with a range of technical paperwork/plans

Assist in the preparation of documents for internal and external meetings and, where appropriate to attend such meetings

Liaise effectively with staff at all levels across the organisation and external stakeholders

Complete all paperwork and other associated administrative tasks to deadline and in accordance with any associated legislation

To work collaboratively with colleagues across the service to promote continuous service improvement and ensure that customers receive a consistently high quality of service that is reflected in customer feedback.

In addition:

Assistant Planning Officer (Enforcement)

To investigate, carry out site visits, collect evidence, prepare enforcement reports and advise on complaints of information concerning possible unauthorised works which are subject to control under Planning and associated legislation across the city.

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. and you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

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Skills, Knowledge and Experience

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| Job Related Education, Qualifications and Knowledge | <p>Educated to minimum of NQF Level 4 in a relevant subject or equivalent experience and/or hold the equivalent professional qualification</p> <p>In-depth technical knowledge of all relevant regulations, legislation, policies, procedures and role-related technical expertise</p> |
| Experience | <p>Significant experience or working in a related environment with a strong customer focus</p> <p>Good experience of presenting data/information across a range of computer packages/databases</p> |
| Skills and Abilities | <p>Well developed communication and interpersonal skills and able to communicate with a wide range of people at all levels</p> <p>Ability to write clear concise reports</p> <p>Demonstrate tact and diplomacy in dealing with customers</p> <p>Able to work to tight statutory deadlines and under pressure</p> |
| Equalities | <p>Evidence of the application of good equalities practice and how this relates to service delivery</p> |
| Other Requirements | <p>Able to work outside normal office hours as required</p> |

