

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Part Time Planning Administration Assistant

REFERENCE NO: EDP104

SALARY SCALE: Scale 3 (scp 7-8) £25,584 to £25,992 per annum pro rata

HOURS OF WORK: 18.5 Hours Per Week

POST NO: D75

SERVICE AREA: Economic Development and Planning

RESPONSIBLE TO: Senior Planning Administration Officer

RESPONSIBLE FOR: -

JOB PURPOSE: To provide necessary technical and administrative support in the Planning Department.

KEY RESULT AREAS:

- Processing of planning applications including the plotting of planning applications on to the visual register and preparing an initial list of neighbour notifications, assessing the appropriate scale of consultation and identifying constraint areas plus, spatial plotting.
- To update the visual register with street renumbering and renaming as required.
- To prepare all of the necessary planning appeal documents for submission to the Planning Inspectorate in consultation with the Planning Officers.
- To give advice and information in response to general planning enquiries from customers.
- To undertake typing duties as required including decision notices when appropriate and send out delegated decisions. To provide staff cover to deal with development control administration functions including weekly planning lists, registration of applications and fees, inputting applications onto the computer and preparation of Committee files.
- To undertake the consultation process of planning applications and on health and safety consultation areas.
- To update the Ribble Valley planning website.
- To be responsible for ensuring the data quality of all information related to the duties of the post.

- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed

.....

Date

.....

Name (Print)

.....

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
GCSE level passes in Maths and English at Grade C (equivalent to the new Grade 4) or above.		Application Form/ Interview
	IT qualification (ECDL/CLAIT or equivalent).	
Knowledge/Experience		
Experience of dealing with customers face to face and on the telephone.		Application Form/ Interview
Previous experience of inputting information into a computerised system.		Application Form/ Interview
Experience of administrative work.		Application Form/ Interview
Experience of working within an office environment.		Application Form/ Interview
	Experience of working within a planning environment or a Local Authority planning department.	Application Form/ Interview
Excellent written and oral communication skills.		Application Form/ Interview
Excellent time management skills and the ability to prioritise work.		Application Form/ Interview
High standard of computer literacy and IT skills.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Self-motivated and able to work without close supervision.		Application Form/ Interview
Flexible and adaptable approach.		Application Form/ Interview
Ability to work as part of a team.		Application Form/ Interview