

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

JOB PROFILE

JOB TITLE:	PLANNING SUPPORT OFFICER	POST NO:	PLN045
		GRADE:	3
REPORTS TO:	OFFICE TEAM LEADER, PLANNING	DATE:	APR 2024
DEPARTMENT:	OPERATIONS		

Purpose

To provide procedural and administrative support for the services delivered by the Planning Department, including the administrative processing of development applications using ICT systems and to provide customer services.

Principal Accountabilities

1. To process development applications from submission to decision following laid down procedures using IT systems and within the timescales set by the Office Team Leader, Planning and agreed with the Planning Manager.
2. To maintain the paper and electronic information records for the Department, particularly in accordance with the status of development applications and in such a way that all information is easily accessible, to maintain the planning registers in accordance with relevant legislation/regulations and to maintain record maps and microfiche.
3. To develop and maintain a general, up to date understanding of planning legislation, in particular that relating to submission of formal applications and to provide assistance for planning officers and customers and to respond to enquiries generally, including dealing with customer reception and telephone and electronic enquiries.
4. To collect and prepare statistics and information for monitoring and research purposes from sources such as development applications, appeals and committee documents in connection with the work of the Department.
5. To carry out other duties of a reasonable nature as may be required by the Office Team Leader, Planning in the procedural and administrative support of the section.
6. To participate as required in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.

Special Conditions

May need to work outside normal office hours to meet the needs of the service.

Business Travel (Cross) Lease Car Essential User Casual User

Pre-employment Checks

Fraud and Corruption Checks DBS - Disclosure