

Lancaster City Council - Job Description & Person Specification

Job Title:	Planning Assistant	Grade:	GG8	Job Code:	LCC104
Service/Team:	Planning and Climate Change Development Management	Role Type:	Hybrid Role	Reports to:	Planning Applications Manager
Line Manages:	N/A				

Job Overview

The nominated Case Officer for a range of minor and other non-householder planning applications of local importance and heritage related applications with responsibilities for undertaking other Development Management related work.

Direct Responsibilities

1. To manage and formally assess a varied and demanding caseload of minor and other non-householder planning applications of local importance and heritage related applications.
2. To screen and scope minor and other non-householder planning applications, where required, under the Environmental Impact Assessment Regulations, and assessing proposal in line with the Habitat Regulations.
3. To liaise with the general public, applicants, agents, local Councillors, Officers across the Council and external statutory and non-statutory consultees. In particular, the postholder will be required to foster strong working relationships with the local stakeholders and agents to deliver robust and timely decisions.
4. To provide an effective pre-application service for minor and other non-householder development proposals of local importance, in accordance with the Council's formal pre-application procedures, including chairing and minuting pre-application meetings with external applicants and agents.
5. To negotiate, where necessary, on the proposed details required by conditions imposed on consents for minor and other non-householder development schemes of local importance, or on any amendments to such consented schemes.
6. To attend and present, when required, their own applications to the Planning Regulatory Committee and to participate at the associated Committee site visits and Briefings.
7. To manage the appeal process (including the preparation of appeal statements and to represent the local planning authority at informal hearings) on matters relating to minor and other non-householder development proposals of local importance.
8. To know, interpret and apply planning legislation (and other environmental related legislation), procedures, policies and other guidance that is relevant to the type of applications that the postholder

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will handle. The postholder will be expected to undertake appropriate training and development to maintain and update their understanding of the planning and other related systems.

9. To demonstrate a working knowledge of planning related matters, including highways, flood risk, heritage, ecology and landscape impacts.
10. To negotiate, problem solve and use professional judgement in assessing the planning applications that the postholder will handle against national and local planning policy requirements to arrive at innovative, unique and robust solutions, and to set out the assessment within the formal delegated and Committee reports and decision notices (including any legal obligations).
11. To demonstrate good time management and prioritisation skills to deliver decisions by the statutory deadlines as the role involves managing a demanding and varied caseload with regular interruptions throughout the day and frequent changes to priorities, policies, guidance and case law.
12. To undertake site visits in a lone working capacity.
13. To answer on a daily basis a broad range of planning related enquiries (proportionate in complexity to the type of applications that the postholder will handle) with detailed and bespoke responses, including supporting the Planning Technical Team and mentoring other members of the Development Management (planning applications) team.
14. To provide feedback and suggestions on how to improve internal processes and procedures, and help implement any changes made.
15. To participate, when required, in the planning enforcement process by liaising with Planning Enforcement Officers and providing guidance on the planning/legal implications arising from breaches of planning control.
16. To liaise with Planning Policy Officers and make contributions towards the emergence of local planning policies and documents, in order to shape future policies against which planning applications will be assessed, and when required to support colleagues at planning policy consultation events.
17. To know and act within the data protection regulations as the nature of the work involves sensitive and confidential matters. This is particularly important as for transparency purposes most of a planning application file must be published for the public to view, but this has to be achieved in compliance with the data protection regulations.
18. To assist, where necessary, with Freedom of Information requests and the Council's complaints procedure.
19. To undertake such other duties as may from time to time be required.

Primary Measurable Objectives

- The postholder will be required to deliver high quality decisions that are made in compliance with all relevant legislation, procedures, policy and guidance at an European, national and local level and within central government's timescale targets that apply at the time

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Staff Management Responsibilities
<ul style="list-style-type: none"> The postholder will be required to provide assistance and guidance to the Planning Graduate in the Development Management (planning applications) team and Technicians in the Planning Advisory Team.

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other
Specialised Qualifications & Training	Degree in related discipline.	Membership of the RTPI.	App Form, Interview, Certificate App Form, Interview, Certificate
Experience	<p>Significant experience of determining planning applications and appeals across a variety of application types.</p> <p>Working knowledge of Planning legislation with an emphasis on Development Management Practice and comprehensive knowledge of planning legislation.</p>	NA	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Supervision and mentoring skills</p> <p>Excellent Communication and negotiation skills</p> <p>Effective workload management</p>	N/A	App Form, Interview

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	A high focus upon customer service experience		
Personal Attributes Including Interpersonal & Communication Skills	<p>Good interpersonal skills – work as a member of a team and foster good working relationships both within the council and with external partners, for example, dealing with consultees.</p> <p>Self-motivated team player, with good organisational skill</p> <p>Demonstrates the capacity to work flexibly and autonomously, as well as being able to adapt to ongoing requirements of the role.</p> <p>Ability to communicate effectively, both verbally and in writing at all levels. Able to demonstrate strong negotiation and persuasion skills.</p>	N/A	App Form, Interview
Special Requirements/Other	Full Driving Licence	N/A	App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

- Understanding, implementation and adherence to Lancaster City Council's policies and procedures.
- Understanding, implementation and adherence to Our Values.
- Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role. As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training/development appropriate to the current + future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children (directly and indirectly). Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	