

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Planning Assistant	JEID	MO268
Salary Grade:	Scale I		
Team:	Planning and Highways Development Management		
Service Area:	Planning Delivery, Environment Services		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader - Planning		
Responsible for:	N/A		

Role Purpose

The main purpose of the role is to discharge the statutory function of the County Planning Authority with regard to minerals and waste planning and the County Councils own development proposals in accordance with legislation and statutory targets

Role Responsibilities

Providing advice to developers and seeking to influence the development proposals to minimise adverse impacts and seek consistency with land use and transport policies,
To assist in the registration of planning applications as required,
Analysing and assessing planning applications for a range of County Council, minerals and waste developments, preparation of Regulatory Committee and Delegated reports, and handling any appeals where appropriate,
To negotiate CIL contributions, Section 106 agreements and site specific requirements for County Matter applications ,
Ensuring compliance with planning permissions, including monitoring ongoing developments,
To assist in enforcing planning control,
Negotiating and communicating with applicants and members of the public on a range of planning related matters,
To assist in and undertake the preparation of presentation and promotional material for the team as required,

To attend meetings, some of which may be outside normal office hours, as the County Council representative and undertake presentations as required,

To assist in the preparation of the County's Mineral and Waste Local Plans, and to provide a planning input into the wider work of the County Council as required,

To assist with the updating and operation of the Council's Planning record and the planning teams IT requirement as required.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Graduate in Town Planning or related discipline and member or eligible for chartered membership of the Royal Town Planning Institute through the completion of an RTPI accredited course.	A
Excellent written and oral skills and ability to make recommendations based on a well balanced consideration of all the facts.	A/I
Ability to organise and prioritise own work, meet tight deadlines and have a flexible attitude to new and developing areas of work	A/I
The ability to travel efficiently throughout Warwickshire	A/I
Ability to communicate and understand other's points of view	A/I
Calmness under pressure and the ability to continue to work effectively under that pressure	A/I
The ability to work constructively and effectively as part of a team working towards team targets and objectives	A/I
Creative approach to problem solving	A/I
Computer literate and knowledge and ability to use a range of IT packages applicable to the post.	A/I

Desirable Criteria

Assessed By:

General understanding of the development control process	A/I
Knowledge of relevant legislation and Government policy	A/I
Understanding of issues in relation to minerals and waste	A/I
Experience of working and dealing with members of the public at all levels, including making presentations.	A/I

Experience of writing concise but informative reports.	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse

<input type="checkbox"/> Potential exposure to blood or bodily fluids		<input checked="" type="checkbox"/> Face-to-face contact with members of the public	
<input type="checkbox"/> Other (please specify):			