



JOB PROFILE

Post Title:	Planning Assistant
Portfolio:	Environment, Natural Resources & Planning
Responsible to:	Head of Planning & Building Control
Responsible for:	N/A
Grade:	C

Job Purpose

To improve the lives of all within our community and help the island thrive by providing a technical support services to the Planning and Building Control Section's Planning Officers. This includes assisting the Head of Planning and Building Control (HoP&BC) with the day-to-day business of the Planning Office in delivering new developments and shaping and creating sustainable places for the benefit of the public in line with the aims and objectives of the Island's Planning and Building Control Services.

Main Duties and Responsibilities

1. Undertake back-scanning and indexing of paper Development Applications onto the digital systems (currently MS Word);
2. Receive and register applications (Validation) on MS Excel;
3. Ensure all Development Applications and all other application types satisfy validation requirements and are accurate to allow decisions to be considered. (Validation);
4. Ensure appropriate fees are paid (Validation) and invoiced, if necessary;
5. Interrogate (Geographical Information System) QGIS to obtain relevant information to finalise log-in process and to assist admin support in preparing "Registration" and "Consultation" documents (Validation);
6. Validate planning submissions in a timely fashion to meet any targets set;
7. Prepare Advertisements for planning applications (Consultation) and forward to admin support for issue;
8. Process and arrange for despatch of relevant documentation of the LDCA decision (preparation and issue of Decision Notices);
9. Ensure all requests for pre-application planning advice are logged and allocated to a Case Officer (in consultation with the HoP&BC).



JOB PROFILE

10. Respond to customer's general enquiries and simple pre-application enquiries;
11. Prepare power-point presentations for Land Development Control Authority and ExCo in Planning (ECIP) meetings and for Land Development Appeals Tribunal (LDAT) (and any other meetings/discussion groups, as requested), including liaising with case officers and the HoP&BC, as necessary;
12. Assist with ensuring that the Planning Section's performance targets are met;
13. Undertake appropriate training to keep abreast of changes in requirements for information to be included in planning submissions, if required;
14. Subject to service requirements and appropriate training, post holders may be required to undertake additional duties, including processing Delegated-level applications for sign off by the HoP&BC, including house extensions/alterations and Tree Works;
15. Advise and assist the public, government and other organisations with plans and development application procedures (planning general enquiries);
16. Work with the Land Development Control Authority (LDCA) Secretary and Planning Support Staff to ensure that the day-to-day work and LDCA work, Appeals work, Planning Policy work and Planning Enforcement work is handled efficiently.
17. Assist the HoP&BC with monitoring and enforcing the Land Development Control Plan (LDGP) in accordance with the Land Planning and Development Control Ordinance, 2013;
18. Assist the HoP&BC with the review of the LDGP, including data gathering, organising and attending consultation events and recording discussions etc.
19. Subject to service requirements and appropriate training, deputise for the Planning Officer as and when required in accordance with the Land Planning and Development Control Ordinance;
20. To undertake any other duties commensurate with the level of responsibility of the post including supporting the Building Control Section, as may become necessary from time to time within the Service as directed by the HoP&BC or Senior Planning Officer. This may include:
 - researching information on land and property registers.
 - gathering data, take photos and check maps on site visits.



JOB PROFILE

- managing technical libraries, filing systems and databases.
- carrying out surveys, like land use surveys, retail or facility surveys, parking provision surveys.
- advising on procedures including Planning and EIA environmental Ordinance, Regulations and Orders.
- organising public consultations relating to Planning Policy.

Special Conditions

- There may be possible contact with dis-satisfied clients who may be abusive and aggressive, however staff can request to be accompanied by another staff member if felt necessary.
- Occasional work outside of normal working hours might be required.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress</i>	(ii)
Analysis and use of Information: <i>Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day to day problems</i>	(ii)
Decision Making: <i>Ability to act on own initiative and confident in making decisions within policy guidelines</i>	(ii)
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements</i>	(ii)
Competency	Level
Communication: <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact</i>	(iii)



JOB PROFILE

<i>on others and engages with them to understand their needs.</i>	
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary, confident in expressing difference of opinion in a constructive manner</i>	(ii)
Dealing with Change: <i>Flexible and adaptable to change</i>	(i)
Continuous Improvement: <i>Willing to learn and develop self and team in a job to work efficiently</i>	(i)
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance</i>	(ii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE in English and Maths or Technical Drawing at grade C or above	E	√	
GCSE in Geography, Economics or Technical Drawing	D	√	
A valid Class C driving licence	E	√	
Knowledge & Experience:			
Experience at a technical or administrative level	E	√	√
Knowledge of and experience in land use, rural and urban development	D	√	√
Sound knowledge of the Land Planning and Development Control Ordinance, Building Control Ordinance, Planning and EIA Regulations	E		√
Understanding of planning drawings including need for scales, North Point etc	E		√
Skills and Abilities:			
Basic statistical analysis	E		√
Strategic thinking	D		√
Responsive to change	E		√
Adaptability and flexibility	E		√
Highly self motivated	E		√
Effective team player	E		√
Ability to apply objective judgement	E		√
Appreciation of local customs and culture	D		√
Innovative and creative when dealing with customer and stakeholder queries	E		√
Political awareness	E		√
Analysis of information (intermediate)	E		√
Excellent IT skill and proficient in all aspects of Microsoft Office 365	E		√
Must have good written and verbal communication skills as the post holder needs to be able to communicate technical terms to a range of people.	E		√
Report writing	D		√
Good negotiating skills when dealing with and understanding customer requirements and queries	E		√
Ability to prepare presentations (including power-point) to the LDCA, LDAT etc.	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Good planning and managing of workload	D		√
Good people management skills with the ability to relate to all types of people. This includes being tactful but firm in confrontational situations with planning applicants.	E		√
Ability to understand complex technical drawings	D		√
Ability to understand the quasi-legal nature of planning and building control systems	D		√
Able to maintain confidentiality and data protection	E		√
Good organisational skills with attention to detail	E		√
Able to work independently	E		√
A keen eye for aesthetics, interest in conservation, heritage and environmental matters and urban growth patterns	D		√
Ability to identify and challenge design and proposed uses in planning applications	D		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable