

Lancaster City Council - Job Description

Job Title:	Planning & Building Control Technician	Grade:	GG57	Job Code:	PDM0021
Job Family:	Specialist	Job Family Group:	Planning	Reports to:	Development Management Support Manager
Line manages:	N/A				

Job Summary

The efficient validation, registration and initial processing of planning, building control and tree applications including operation of electronic document management and case management computer systems, to undertake day-to-day administrative and technical duties within the Development Management Team, to liaise with internal and external customers, consultees and stakeholders and to give technical planning and building control advice.

Direct Responsibilities

1. To register and validate planning applications by applying complex national regulations. The role involves assessing what documents are required for each application, calculating the relevant application fee, checking the documents against technical criteria to determine whether they are fit for purpose, and using Geographical Information Systems (GIS) to make a judgement on which consultees to notify. Where the documents and/or the application fee are insufficient/omitted, to request the outstanding items from the agent / applicant with technical reasons for their inclusion.
2. To provide technical advice to non-standardised queries arising from applicants, agents, local Councillors, internal and external consultees and members of the public.
3. To communicate effectively, persuasively and professionally through a mix of interactions, including face-to-face encounters, telephone conversations, e-mail correspondence and letters. The interactions can be challenging so excellent verbal and written communication and interpersonal skills are fundamental.
4. To demonstrate adaptability and strong time management skills to manage changing and conflicting priorities and the regular interruptions arising from demands generated by internal and external parties.
5. To provide high quality admin in the creation and distribution of decision notices for planning and tree works applications ensuring that the final legal document is produced in a timely manner and to a high degree of accuracy.
6. To capture and import all relevant documentation into an electronic document management system, ensuring that the Planning Register is made available online to the general public and consultees whilst complying with the General Data Protection Regulations.
7. To register and process building regulations applications and requests for inspections. This involves checking that the appropriate documents have been submitted and arranging inspection visits as required.

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8. To provide high quality administration in the creation of Tree Protection Orders and processing of associated tree works applications. This includes liaising with the Tree Officer to obtain the information necessary to produce the Tree Preservation Order, carrying out land searches to ensure that the appropriate consultees / land owners are notified and ensuring that the final legal document is produced in a timely manner and to a high degree of accuracy.
9. To provide support to the Planning Enforcement function by recording and processing details of enforcement investigation requests in line with the Council's Enforcement Charter.
10. To provide high quality administration at all times in relation to the planning and enforcement appeals system. This involves liaising with Planning Officers and the Planning Inspectorate to ensure that appeals are processed within strict timescales.
11. To enter data relating to all the above into specialised database systems in an accurate and timely manner.
12. To take payments for planning and building control applications by card / cheque following set procedures.
13. To maintain a current knowledge of planning, building control and tree legislation, procedures, policies and other guidance that will be relevant to the daily activities of this post, and understand their implications on the role and the Council.
14. To assist less experienced colleagues with tasks outlined above.

Primary Objectives

Timely and accurate processing and validating of applications to support the planning and building control regimes, to ensure high quality customer service and to assist Officers in meeting statutory timescales for decision making.

To offer quality technical advice to the general public and stakeholders with a view to reducing disruptions to the Development Management Planning Applications team and the Building Control team.

Timely and accurate processing of appeal, tree protection and enforcement related administration.

Staff Management Responsibilities

N/A

Knowledge & Educational Requirements

Specialised knowledge:

- GCSE English and Maths at Grade C (or equivalent) or above.
- NVQ2 in a related subject, or equivalent experience.

Functional knowledge:

- Ability to read plans and interpret development proposals.

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- Have a general understanding of the requirements of relevant planning and data protection legislation and their implications on the role and the Council.

LCC specific knowledge:

- 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.

Other Requirements

The hours of work will be 37 hours per week Monday to Friday. On occasion, work outside of normal working hours will be required in accordance with the needs of the Service.

It is a requirement of this post to provide sufficient office cover in conjunction with colleagues in the Development Management Technical Team during Morecambe Town Hall's opening hours.

The role involves the use of Microsoft Office as well as specialised database and document management systems and Geographical Information Systems (GIS), so the postholder will be expected to have a good level of IT literacy.

Additional information

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 and development appropriate to the current and 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.

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.

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Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both 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.