

Role Title: Planning Technician
Department: Development Management



General Description:

The Planning Technician plays a key role in supporting the Development Management team handle around 2,000 planning and related applications received each year.

The role involves handling a caseload of householder and minor planning, and related applications, requiring the assessment of the proposal, on and off site, and making recommendations on the acceptability of them. In some cases the assessment will be to determine whether a proposal is permitted development. Although previous planning experience isn't required, as training will be provided, the ability to interpret plans, an interest in the built environment and good customer care are all essential. The planning technician also provides pre-application and general advice to customers both face to face, by email and telephone.

Top Duties:

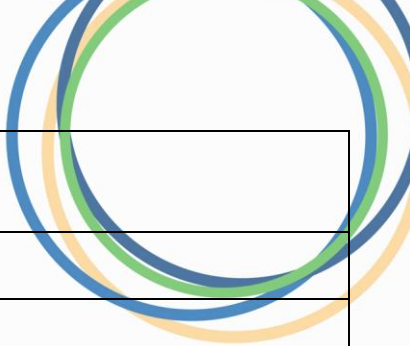
- Provide pre-application advice on development proposals, in accordance with national planning guidance, development plan policies and local guidance.
- Manage a workload of householder and minor applications, including consultation, amendment, preparation of report and recommendation to service quality standards and time scales.
- Provide technical and administrative support to the development management team as necessary.
- Prepare background documents to support the Council's case on planning and related appeals to meet Planning Inspectorate standards and timescales.
- Respond to general queries on planning and related matters within team from all customers including telephone, letter, email and personal contacts to achieve service quality standards and time scales. Provide assistance to duty planner service.
- Maintain and update records to service quality standards and timescales.
- Prepare Planning Committee presentations as required.
- Liaison with other service and corporate teams in support of delivery of high quality development management service.
- Promote a good working relationship with councillors and various stakeholders.
- Participate in team and service group meetings, and assist in implementing service improvements

Person Specification and Interview Assessment Form



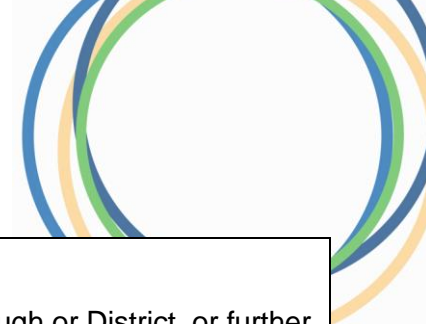
Candidate name			
Contact number			
Role title			
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
GCSE or equivalent in English and Maths	E		
A-Levels	E		
Driving Licence	E		
Experience and achievements			
A general understanding of planning and development	E		
Previous experience in development planning	P		
The ability to interpret plans	E		
Good general IT capabilities including MS Office	E		
Role required competencies and behaviours			
Ability to manage and organise own workload	E		
Ability to produce detailed and quality analysis, reports, correspondence and records	E		



Experience of providing good customer care through interpersonal skills	E		
Ability to make decisions	E		
Attention to detail and thoroughness of work	E		
Good communication and teamwork	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	

Summary of Employment Package



Place of work	<p>The role will be primarily based at Town Hall, Reigate / Hybrid Working.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded Technical Specialist, the salary will be in the region of £26,223- £30,879 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	<p>The contract will be offered on a permanent basis.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
Hours of work	<p>Hours of work are nominally 36 per week.</p>
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>





Other Conditions

Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications• basic criminal record check (As access to secure government systems is an intrinsic requirement of the role)
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

Great People at Reigate & Banstead



Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

