

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Planning Policy Technician
Service:	Regeneration and Planning Policy
Team:	Planning Policy
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Planning Policy Manager
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> • To provide administrative and technical support for the Planning Policy Team. • To assist in providing and maintaining appropriate data bases and information systems appropriate to the Planning Policy functions of Waverley Borough Council. • To provide a contact for businesses, developers, Council Officers, Members and the general public for information relating to planning policy. 	

- To assist in the provision of an efficient, effective and professional planning service.

MAIN DUTIES AND ACCOUNTABILITIES

- To collate, maintain and update relevant statistics and information.
- To act as the 'first port of call' for routine queries and requests for information from businesses, developers, Council Officers, Members and the general public.
- To provide technical support and administrative back-up for the Planning Policy Section, including the use of relevant IT systems.
- Maintaining and updating relevant monitoring systems, including contributing to the preparation of the Authority's Monitoring Report.
- Dealing with routine and other telephone enquiries.
- General administrative and clerical work, including arranging meetings and events, and supporting the delivery of specific projects, including evidence gathering and assisting in consultations on policy documents.
- Providing technical and administrative support to other teams within Planning and Economic Development, when appropriate.
- **Health and Safety**
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- Over 1,500 responses to the last Local Plan consultation.
- Over 1000 homes granted planning permission each year with over 300 completed annually.
- Currently 11 Neighbourhood Plans being prepared.
- Implementation of the Community Infrastructure Levy (CIL) from 1 March 2019.
- The annual production of the Authority's Monitoring Report and the preparation of five year housing land supply statements when necessary.
- Managing and maintaining various databases.
- Undertaking surveys and preparing plans/maps when required.
- Written and verbal enquiries received on all planning policy matters.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Responsible for gathering and checking information and giving advice with guidance from other officers.
- Importance of maintaining up-to-date and accurate monitoring information.

PLANNING/ORGANISING/CONTROLLING

- Providing information to a range of customers, both internal and external.

CUSTOMERS AND CONTACTS

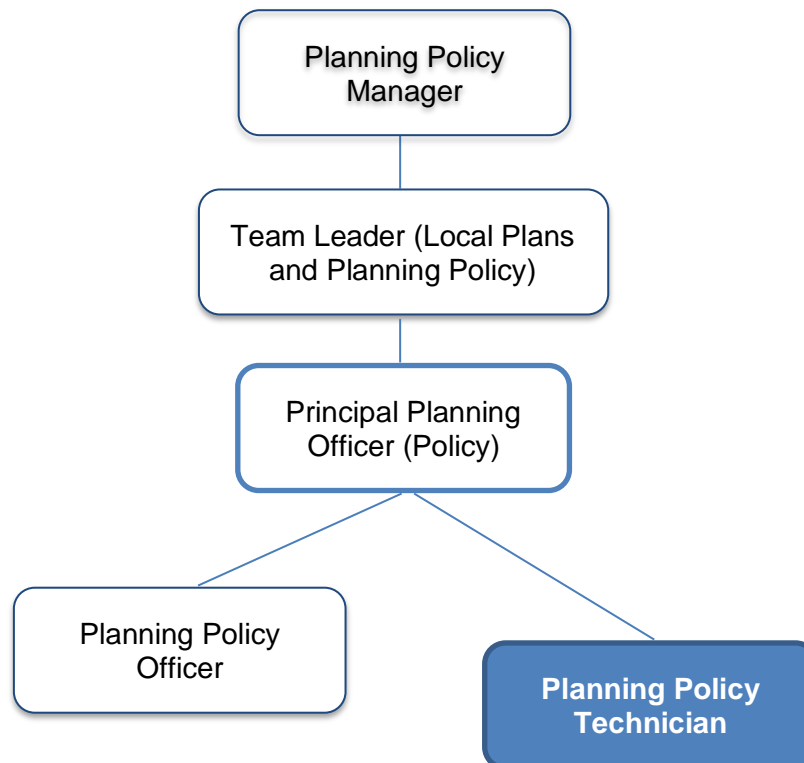
INTERNAL

- All Council Services

EXTERNAL

- Businesses, developers, parish and town councils, officers of other district and borough councils, amenity societies, residents' associations and other interest groups and the general public.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION/ TRAINING/ EXPERIENCE	GCSE (or equivalent) level education	A/C/	General clerical/admin. experience	A/I
KNOWLEDGE /TECHNICAL SKILLS	Competency in using IT systems including Word, databases, spreadsheets and mapping software.	A/I/E	Experience in using Word, mapping and spreadsheet software in a work environment.	A/I
	Ability to understand and read statistical information and plans.	A/I/E	An interest in planning and the environment.	A/I
			Knowledge of the planning process.	I
			Knowledge of safeguarding	I
COMMUNICATION	Good communicator	A/I		
	Ability to answer telephone, respond clearly and take clear messages	A/I		
	Good interpersonal skills.	A/I		
CUSTOMER SERVICE	Committed to customer care and the provision of a quality service	A/I		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
TEAM WORKING	Can demonstrate positive contribution to team work.	A/I		

MANAGING SELF AND OTHERS	Accuracy and attention to detail	A/I/E		
	Methodical/systematic.	A/I		
CAN DO APPROACH/ACHIEVING RESULTS	Quick to learn	A/I		
	Ability to work under pressure with minimum of supervision	A/I/E		
ADDITIONAL SPECIAL REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I		

How assessed

- A = Application CV/Personal Statement
C = Certificates/professional Registration
D = DBS police check
E = Exercise
I = Interview
M = Medical assessment

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Job title:	Planning Policy Technician	Post no:	CD13JS
Service:	Regeneration and Planning Policy	JE score:	122
Team:	Planning Policy	Pay band:	10
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Part-time, 0.40 FTE, 15 hours per week
Competencies: (level 1 – 4)	Communication:	1	
	Customer Service:	1	
	Team Working:	1	
	Managing Self and Others:	1	
	Can do approach/Results	1	
REVIEWED BY:	Paul McKim	DATE:	July 2019
CHECKED IN:	HR	DATE:	
LAST UPDATED:	November 2023	DATE:	