Job summary

Role title: Planning Support Officer

Department: Planning

General description of role

We are recruiting for a Planning Support Officer to join the Planning Support Team which handles the administrative and technical processes involved in the submission, registration, validation, notification and determination of planning and related applications as well as various tasks associated with planning appeals.

Although based at the town hall offices in Reigate, the role could involve working from home.

You would be part of a busy and proactive team which is one of a few in the country to operate fully paperless working. Principally, you will be dealing with the initial validation and registration of some of the 2,500 planning and related applications received each year as well as providing administrative support to both the Planning Admin Team Leader and Planning Officers throughout the application process, including preparations for Planning Committee meetings. Ideally you would have an interest in and/or ability to interpret plans. The role requires extensive use of the Council's document management and database systems so strong IT literacy is essential although training and support will be given.

Top duties / responsibilities of role

- 1. Carry out the tasks involved in the initial registration of planning and other applications received under Town and Country Planning legislation using a document management and workflow system (Civica), digital database (Uniform), including the following main tasks:
 - Indexing, validating and registering all planning applications on receipt
 - Initial gathering of key information about the application such as history, location and planning constraints to ensure that we undertake all necessary consultation
 - Ensuring that the application and documentation meets relevant validation checks and where necessary liaising with case officers and applicants to request additional information
 - Setting up and maintaining electronic files and cases for the applications on our database and document management systems
 - Generating site notices and letters to neighbouring properties and statutory consultees in accordance with legislative requirements and our standard protocols
- 2. Processing planning decisions and issuing decision notices to applicants/agents
- 3. Answering queries relating to the validation, registration and progress of applications submitted, and liaising with case officers and applicants where necessary
- 4. Supporting preparations for, and attending, Planning Committee meetings, including collating electronic agenda and managing requests to speak
- 5. Assisting with the uploading and updating of planning related information on the Council's website
- 6. Assisting with the administration of planning related purchase orders and invoices where necessary





Person specification and interview assessment form

Candidate name			
Contact number			
Role title	Planning Support Office	r	
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			
Educated to A-level standard	Р		
Experience and achievements			
General knowledge of Council planning functions	Р		
Understanding and interpretation of plans	E		
IT skills	E		

Role required competencies and behaviours			
Self-motivated	E		
Adaptable	Е		
Good team player	E		
Customer care skills	E		
Interpersonal skills	E		

Essential Criteria Score Preferred Criteria Score		
Total Criteria Score		Feedback to be given to candidate:
Positive	Е	
Flexible	Е	
Supportive	E	
Innovative	Е	
Corporately required personal qualities and behave	riours	
Problem solving skills	Р	
Decision making	Р	
Attention to detail	Е	
Organisational skills	Е	

Summary of employment package

afield by prior agreement. Graded Technical Specialist, the salary will be in the region of £28,023 - £29,907 per annum dependent upon Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable the appraisal scheme. Duration of contract The contract will be offered on a permanent basis. Probationary period Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period. Hours of work Hours of work are nominally 36 per week. Employment Benefits Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for laworked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working and the staff are expected to manage their time and keep working hours within acceptable limits, flexible working hours within acceptable limits.					
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The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295	inual leave	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.			

	You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.
Pension	You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.
	Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates
	The Council actively encourages continued professional development and talent development.
Training and development	Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.
Professional subscriptions	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.
	You will be able to request a parking permit to be able to park at the Town Hall.
Car parking / Travel Ioan scheme	The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.
Cycle purchase scheme	The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.
Employee discounts	All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.
p.syoo aloodallo	Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.
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Other Conditions					
Pre-employment checks	Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS): • at least two satisfactory references				
	 eligibility to work within the UK, and proof of your identity evidence of relevant qualifications 				
Paid work with another	If you are appointed, your contract with the Council should normally be classed as your main employment.				
employer	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.				
Disclaimer	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.				

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











