



ADUR & WORTHING COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Economy Directorate
Section:	Development Management
Post Title:	Support Services Assistant (Scanning)
Post Number:	PRW.3248
Accountable to:	Support Services Manager
Management responsibility for:	None
Authority to liaise with:	Internal / External
Meetings attended on a regular basis:	Team Briefings
Work style	Fixed

Principal purpose of job (role summary)

To provide an administrative, scanning/indexing and reception service for the Development Management Team and also scanning/indexing for the Building Control Section, in performing the Council's statutory and other duties.

Main duties, tasks and responsibilities of post holder

1. To scan incoming mail and planning applications (current and archived); re-scanning when required.
2. To index all electronic documents and allocate to relevant officer.
3. Operating computerised planning database (UNIFORM).
4. To assist with all matters relating to the receipt, registration, and processing of planning applications in accordance with statutory and departmental deadlines and the maintenance of registers, records and electronic databases.
5. Undertake filing, photocopying, and maintaining filing system.
6. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

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8. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
9. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
10. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	James Appleton
Signature:	
Date:	