



## Planning Technician

### Person Specification

<b>Authority:</b>	ADC/WBC
<b>Directorate/Division:</b>	Economy
<b>Section:</b>	Development Management
<b>Post Title:</b>	Planning Technician
<b>Post Number:</b>	
<b>Accountable to:</b>	Support Services Manager
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Internal/External

Area	Requirements	
Qualifications	Essential	Desirable
		Degree in planning or related subject
<b>Professional Registration (where applicable)</b>	Previous experience of registering planning applications in a local authority environment	
<b>Knowledge &amp; Experience</b>		
	Technical/administrative general knowledge of the planning system and environmental issues and interpretation of information from plans/scale drawings.	Previous experience of processing minor householder planning applications
<b>Skills</b>		
Communication/relationship	Effective oral and written communication, negotiation and customer care skills	Experience of writing reports on householder planning applications
Analytical/ judgmental	Ability to analyse and evaluate technical issues relating to the validation, content and accuracy of planning applications	Ability to appraise minor householder planning applications

Planning/ organisational	Effective planning and methodical organisation of workload, with may competing demands, essential to meet tight deadlines	Awareness of determination periods for householder planning applications
IT	Knowledge of IT systems, databases and Microsoft Office	Knowledge of EDRMS (electronic document records management system)
Physical		
<b>Abilities</b>		
Physical	Ability to undertake site visits when required	
Mental	Ability to work under pressure to meet deadlines. Motivated. Commitment to team working	
Emotional	Objective	
Working conditions	Site visits may be required in inclement weather conditions	
<b>Other:</b> you may be required to attend site visits – so will need to have valid drivers license There is access to a pool car.		

**Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Assistant Director/Divisional Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	