



Ipswich Borough Council
Job Description:

Assistant Planning Officer (Infrastructure)

Main Purpose of Job

To assist with work within the Development Management and Planning Policy Teams.

Main Duties

1. To assist with the researching and drafting of technical reports including the procedures involved. This will include the co-ordination of surveys, research, analysis and preparation of draft reports on topics relating to Development Management or Planning Policy and responsibility for infrastructure and S106 contributions monitoring. Organise, use and analyse statistical data and present results.
2. To ensure that the Council's responsibilities on the collection, spending, monitoring and reporting of Section 106 planning obligations, Suffolk RAMS payments, and implementation and compliance of associated planning condition.
3. To prepare, investigate and monitor reports and data associated with the delivery of Infrastructure. Summarise and prepare monitoring reports for consideration by Planning Policy Team leader and Development Management Team Leader.
4. To consider householder/minor planning applications and preparing comments towards the formulation of final recommendations. Help to prepare written reports and illustrative material for Committee's, Panels or Working Groups as required.
5. Participate in public consultation processes and assist in the analysis of representations received and in the preparation of responses. Assist with public examinations, public meetings or hearings.
6. To provide front line support service for members of the public and consultees making enquiries of the service. Deal with general queries on planning matters responding to requests for advice or information from a variety of sources.
7. Preparing information and advisory leaflets etc. in conjunction with Team Leaders to assist customers of the Service.

8. Assist in enforcement actions in cases of breaches of planning regulations working in conjunction with Senior Enforcement Officer.
9. Develop and maintain knowledge within specialist area through Continuous Professional Development. Keep aware of relevant local and national issues, legislation and all matters pertaining to the service. Act as resource to team members in solving problems and responding to new situations.
10. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

IPSWICH ASSISTANT PLANNING OFFICER BOROUGH COUNCIL

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	NVQ Level 3 in a professional/technical field and experience in a similar Town Planning role.	NVQ Level 6 or Degree level education in relevant field.	Application/Certificate
Relevant experience	<p>Willingness to keep up to date with changes in legislation and relevant information.</p> <p>Knowledge and experience of IT, working in a Windows environment and utilising Windows based applications.</p> <p>Ability to read and interpret technical documents and legal agreements.</p> <p>Ability to identify and prepare enforcement action as it relates to the job.</p> <p>Ability to keep accurate and meaningful records.</p>	<p>An understanding of the relationship between development control and planning policy.</p> <p>Working knowledge of finance spreadsheets.</p>	Application//Interview Test
Specialist knowledge	<p>Experience of presenting reports and studies in a clear and concise manner.</p> <p>Understanding of development management process and planning obligations / S106 Legal Agreements.</p> <p>Knowledge and commitment to providing a quality service and to principles of customer care.</p> <p>Knowledge of GIS / Map management systems.</p>	<p>Experience of Survey Work.</p> <p>Knowledge of current Planning Policy, Guidance and best practice.</p> <p>Awareness of Sustainable Development issues.</p> <p>Experience of Local Authority processes and procedures as it relates to planning.</p>	Application//Interview Test

<p>Personal skills</p>	<p>Ability to work on own initiative and as part of a team.</p> <p>Ability to foster and maintain effective working relationships.</p> <p>Ability to prioritise and manage workload.</p> <p>Demonstrate effective communication skills both written and verbal.</p> <p>Ability to analyse problems, evaluate options and recommend actions.</p>	<p>Effective negotiation skills.</p>	<p>Application//Interview Test</p>
<p>Special working conditions</p>	<p>Work flexibly and the ability to attend occasional out of hours meetings and committees.</p>		<p>Application//Interview</p>