

**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**JOB DESCRIPTION**

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<b>DIRECTORATE:</b>	<b>Service Delivery</b>
<b>SERVICE UNIT:</b>	<b>Planning and Strategic Housing</b>
<b>POST:</b>	<b>Planning Technician</b>
<b>POST NO.</b>	<b>PL88 (shared post)</b>
<b>GRADE:</b>	<b>Scale 5</b>
<b>RESPONSIBLE TO:</b>	<b>Planning Delivery Team Leader</b>

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**JOB SUMMARY:**

- 1 To provide technical support service (including the validation of planning and other applications, coordination of discharge of conditions, data input, post, filing, provision of financial and other management information) within Planning and Strategic Housing.

**MAIN DUTIES AND RESPONSIBILITIES:**

**General**

1. Ensuring that enquiries from members of the public, elected Members and other organisations are dealt with efficiently and courteously.
2. Assistance in the development of and adherence to the Council's and Directorate's stated safety policies, ensuring compliance with the individual responsibilities for safety as issued from time to time by the Strategic Director.
3. To comply with the Customer Service Code of Practice.
4. To ensure adherence to the Council's Health & Safety Policy.
5. Ensure work is produced of appropriate and consistent quality through the development of and compliance with appropriate systems and procedures.
6. To support, promote and comply with the Council's Equalities Policy when undertaking the duties of the post.
7. To comply with the Council's Employee Code of Conduct

8. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

**Specific:**

1. To undertake the following technical and administrative tasks within the Service, ensuring as far as is practicable, that performance targets are achieved.
  - (a) To validate planning and other applications with the necessary assistance of planning officers.
  - (b) To coordinate the discharge of planning conditions with the necessary assistance of planning officers.
  - (c) To update, maintain and process data held on any one of the Service's computerised management information systems and databases and to manage the Planning Services Inboxes.
  - (d) To update and maintain appropriate Service records and information, within the corporate framework, (e.g. orders and payments, receipt of fees payable and raising of sundry debtor invoices) to enable completion of statistical and financial returns
  - (e) To coordinate the creation of TPOs.
2. To provide general procedural advice on relevant legislation/regulations on Town and Country Planning.
3. To carry out administrative duties as required for the Head of Planning and Strategic Housing.
4. To assist in responding to any emergency situation that may arise in the department.

**Date issued:** September 2021  
**Issued by:** Head of Planning and Strategic Housing