Job title: Planning Information Officer

Grade 7

## Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

## Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

## Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves (‘ACE’):

* **Ambitious** – We are ambitious for our communities and citizens
* **Courageous** – We recognise our challenges and are prepared to make   
  courageous decisions
* **Empowering** – We empower and support our people by giving them   
  the opportunity to do their jobs well.

## About the Service

Economy, Infrastructure and Skills brings together a range of statutory and non-statutory services that help create thriving, prosperous and healthy places in Staffordshire. Home to a number of our council's universal services, our top priority is to enable the Staffordshire economy to grow and support the creation of more good jobs. We support the planning, delivery and management of key infrastructure including highways, broadband and 5G, employment sites, minerals and waste sites, transport schemes and flood risk management. We work closely with partners at a local, regional and national level to grow the economy. We offer our own business support functions and support adult skills and employability through our adult and community learning offer. A big part of our focus is in securing external funding from a range of sources so we can unlock opportunities for sustainable growth. We play a key role in supporting the Climate Change agenda, including responsibilities for transport planning and delivery, home to school transport and the safe disposal of waste collected across Staffordshire.

## Reporting Relationships

Responsible to the Planning Information Team Leader who reports to the Planning, Policy and Development Control Manager.

Responsible for such staff as may be placed under the Postholder’s control from time to time.

## Key Accountabilities

1. To provide administrative and planning support to the Planning - Development Control and Planning Policy officers who are responsible for the processing of Minerals, Waste and County Development planning applications, consultations, and preparing Minerals and Waste Local Plans.
2. To maintain records and manage documents related to planning cases and planning policy work using Microsoft 365 based applications (including Outlook, Word, Excel, Teams, One Drive and SharePoint), 3rd party bespoke planning software, to ensure that they are efficient, effective, and reliable, and accord with the Council’s retention policy, and data capture and storage policy and standards including the Freedom of Information Act, General Data Protection Regulations and the Data Protection Act.
3. To provide planning information to officers, Members of the Council, other organisations, interest groups and the public in a timely manner and in an accurate and easily understood format.
4. To support the development of the planning information systems in response to changing technologies, e­ government, legislation or user requirements.
5. To provide advice to applicants regarding the relevant planning application forms, fees. guidance and procedures related to making of a planning application.
6. To consider planning applications and to undertake the validation checks necessary to ensure that the basic requirements of a planning application have been received.
7. To receive telephone planning fee payments and undertake the associated administrative requirements.
8. To maintain a list of the relevant consultees and carry out the consultation arrangements on behalf of the case officer in connection with planning applications or submissions of detail.
9. To support the Minerals and Waste Policy Team as necessary to carry out consultations and manage the consultation responses in connection with planning policy documents / projects / activities.
10. To support the effective operation of planning committee in the preparation of the committee agenda.
11. To undertake statistical work using the appropriate software. Training would be provided in this regard.
12. To liaise with external bodies in relation to press advertisements.
13. To maintain personal performance and competencies that contribute to the performance of the team.
14. To comply with National and Corporate standards, procedures and practices to maintain and provide planning information.
15. The grade reflects the case that the general nature of the post is such that workload will require knowledge and understanding of planning information systems e.g. databases and Geographical Information Systems (GIS) and of the planning system. Training would be provided in this regard.
16. Hold a current driving licence and have access to an insured vehicle for occasional use in connection with their business duties and responsibilities is desirable.
17. Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.

## Professional Accountabilities

The post holder is required to contribute to the achievement of the Council objectives through:

* **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

* **People Management**

Engaging with People Management policies and processes

* **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

* **Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

* **Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

* **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * A level 4 qualification in a relevant subject with experience of using bespoke software and information management systems (ideally a planning / planning information management system);   or   * A level 3 qualification in a relevant subject with significant experience of using bespoke software and information management systems (ideally a planning / planning information management system); or * Substantial experience of using bespoke software and information management systems (ideally a planning / planning information management system) | A&I  A&I  A&I |
| **employer_small** | **Knowledge and Experience**   * Experience in administration (ideally the administration of planning applications, projects / activities). * Experience of using bespoke software and information and documents management systems including databases / data entry. * Experience in dealing with the public and organisations. * Experience of working in a digital environment (ideally Microsoft 365). * Experience in working with multi-disciplinary teams. * Ability to communicate to a range of stakeholders both orally, digitally and in written form. * Experience of working in compliance with the Freedom of Information Act, the General Data Protection Regulations and the Data Protection Act. * Employment or other experience which can demonstrate the skills, competencies and personal qualities listed below. | A&I |
| **employer_small** | **Skills**   * Organisational skills. * Record keeping skills. * Attention to detail * Written and oral communication skills. * ICT / digital skills * Representational, persuasive, negotiating skills * People and customer management skills. * Confidence, energy, commitment to excellence and quality, analytical with bias for action. * Interpersonal skills and personal qualities for dealing with difficult situations and difficult customers. * Breadth of knowledge. * Tenacious and persistent. * Political awareness. * Self-understanding and commitment to personal and employee development. * Self-motivated and conscientious. * Initiative to work on own. * Pro-active. * Environmentally aware whilst sensitive to the need for progress. * Full driving licence is required as this post is designated as a casual car user for occasional use in connection with business duties and responsibilities. | A&I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting Shared Services on 01905 947446

**Shared Services on 01905 947446**