

JOB DESCRIPTION

1.	Service	Development Services
2.	Post Title	Administration Officer
3.	Post Number	BDDC
4.	Post Grade	C
5.	Section	Development Management
6.	Responsible to	Support Services Team Leader
7.	Responsible for	None
8.	Main Purpose of Job	General duties relating to the administration of planning applications and appeals and assist in dealing with customer enquiries.
9	Politically Restricted	No

10.0 Specific Duties

To be an integral part of the planning support services team which exists to allow the service to be better for customers and better for business. This role will be to support the wider service within a culture of performance enhancements and offers the opportunity to support the delivery of the Borough's growth agenda.

- 10.1 To assist with the processing of planning and related applications, including registration, validation, consultation, revisions/amendments, decision and the discharge of planning conditions.
- 10.2 To assist with administration of the planning committee.
- 10.3 To assist with the administration of appeals.
- 10.4 To maintain statutory registers in accordance with the section's records retention policy.
- 10.5 To assist with the registration of pre-application requests and enquiries and providing support with research for enquiry responses and respond to frequently asked general enquiries.

- 10.6** To provide support to Development Management Officers.
- 10.7** To assist in the processing of tree preservation orders.
- 10.8** To provide support to the Planning Policy team to include making available planning history records and recording of consultation responses.
- 10.9** To assist with the administration of Section 106 agreements, CIL and planning conditions.
- 10.10** To undertake routine administrative tasks such as post opening, scanning, file search requests, copy requests, filing and photocopying.
- 10.11** Assisting with enquiries from customers and colleagues via telephone, email and in person.
- 10.12** To assist with answering planning questions on Local Land Charge searches.
- 10.13** To assist with the administration of Local Land Charge searches and personal search requests.
- 10.14** To contribute to the ongoing review of administrative procedures and use of IT, including the development of the section's webpages.
- 10.15** To contribute to the provision of guidance and training for administrative staff within the Support Services Team on the daily tasks associated with the provision of planning and related applications.
- 10.16** To ensure that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy, and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.
- 10.17** To adhere to all Council Policy, in particular Equal Opportunities.
- 10.18** To undertake any other duties properly assigned from time to time by the Head of Service and Development Manager which are appropriate to the grade and character of the post.