

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Technical Assistant
DEPARTMENT	Planning Service
RESPONSIBLE TO	Senior Planner - Infrastructure
GRADE	Range 3 (Indicative Grade)

1. MAIN PURPOSE OF JOB

To progress the work of the Planning Policy team by providing technical and professional assistance covering a wide range of planning policy, project and research activities.

Provide a GIS mapping function for the team, in data collation, analysis and presentation work. Enter and extract accurately data onto and from the GIS mapping system, for documents published into the public domain. Use statistics and document sources to provide planning information for the team and enquiries.

Support the operation of the developer contributions processes, through data entry and maintenance of Exacom records on S106.

To support the maintenance of up-to-date information on the planning policy pages on the Council's website. Undertake survey work and site visits across the area as required. Undertake research work including web searches, statistics, and planning history searches.

Maintaining the team's systems, records, and filing systems.

Assist in the preparation of various planning policy and development documents. This includes the coordination of the consultation process at various stages of the Local Plan, and other development policy documents including arranging publicity and collating responses onto a database or spreadsheet.

Providing a customer service in dealing with enquiries verbally or in writing from the general public and a wide range of stakeholders including developers, ensuring high standards of customer care at all times. This includes monitoring the Policy team inboxes and recording responses. Act in accordance with the equal opportunities policy.

2. PERSON SPECIFICATION

Qualifications

Essential

- Educated to BTEC Higher level or equivalent

Experience

Essential

- A rudimentary understanding of planning procedures and practice

Skills

Essential

- Good computer skills including word processing, use/updating of databases, spreadsheets, GIS, planning systems and use of the Internet for research purposes.
- Good organisational skills
- Ability to demonstrate a basic working knowledge of the planning process.
- Good numeracy skills and clear written communication skills.
- Good knowledge and practical experience of technical systems including MS Excel, Word and GIS packages.
- Demonstrability ability to use judgement and creativity to assess situations and/or develop short term plans
- Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences
- Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems
- Demonstrates the ability to either deal with considerable levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Demonstrates the ability to work for the equivalent of between one and two hours undertaking repeated manual calculation or other work with figures, report writing or preparing presentations with high level of accuracy and attention to detail.
- Can demonstrate dexterity, co-ordination or sensory skills where there is either some demand for precision and speed or considerable demand for precision in the use of these skills (e.g. data processing).
- Demonstrable ability to explain straightforward tasks to others, where required
- Demonstrable experience of providing general information, advice and guidance on internal procedures relating to finance

Desirable

- Demonstrable ability to carry out tasks and/or advise on internal procedures, which impact on the health and well being of people

- Experience of software packages used in the Planning Service – Uniform, Exacom and Idox.

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will report to the Senior Planner - Infrastructure

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be expected to exercise reasonable personal initiative in relation to their own work load.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The postholder has no management or supervisory responsibilities.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will maintain good contact with a range of stakeholders, including council officers, members, planning consultants and local communities. The officer will be a first point of contact for the team for planning policy enquiries from the wider public and planning professionals.

4. FINANCIAL ACCOUNTABILITIES

The post holder will not be responsible for any budgets.

5. WORKING ENVIRONMENT

The post is based at the Council offices at Gun Wharf, Chatham. The post is largely office based, but there may be requirements to undertake site visits very occasionally throughout Medway in connection with the postholder's work. This may involve site visits on rough terrain and occasional evening or weekend working, and exposure to difficult audiences at public exhibitions.