



Planning Assistant

Post number: PLN076

Grade: Scale 4

Date: January 2026

Service area: Planning Services

Reports to: Planning Team Leader

Job profile

Purpose

To provide a support service for Planning Officers, Senior Planning Officers, Planning Team Leaders, the Planning Enforcement Team and the Planning Manager in all aspects of planning and related planning functions.

Dimensions

The post holder will report to the Planning Services Department and report to the Planning Team Leader.

Main duties and responsibilities

1. To be responsible for processing smaller household planning applications, prior notifications, certificate of lawfulness applications and discharge of conditions in accordance with statutory procedures and established office practices as directed by the Planning Team Leaders.
2. To assist with the preparation for Planning Committee and other meetings as necessary.
3. To minimise the delay in decision-making on planning applications and related planning matters, meeting service and improvement plan targets and to inform the Planning Team Leaders of any factors causing unnecessary delay in the process.



4. To assist with the completion of the appeal caseload including assisting other officers with the preparation of statements, the marshalling of evidence.
5. To be responsible for processing householder pre-application enquiries in accordance with the Council's procedures and practices as directed by the Planning Team Leaders.
6. To provide administrative and technical support to the Planning Team Leaders and Planning Manager to assist with the processing of major planning applications.
7. To assist the enforcement function as appropriate with the investigation and satisfactory resolution of breaches of planning control involving unauthorised development.
8. To assist other officers to present planning seminars as directed to Members, parish councils, local schools and amenity groups to heighten environmental awareness and involve the local community in the planning process.
9. To ensure that customers receive professional prompt, consistent and courteous advice on planning matters
10. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
11. To carry out other related duties as may be directed by the Planning Team Leaders and/or the Planning Manager.



Special conditions

The post is full time (37 hours) and permanent.

Pre-employment checks

Fraud & Corruption Checks

Business Travel

Essential User



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
4 GCSE's (grade C or above) or equivalent, including English and Maths	Essential	Application
Driving Licence and access to a vehicle	Essential	Interview
Educated to Degree Level	Desirable	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience in dealing with the general public and written/oral enquiries	Essential	Interview
Knowledge of Local Government	Desirable	Interview
Knowledge of Town & Country Planning Legislation	Desirable	Interview
Knowledge of construction and landscaping matter	Desirable	Interview



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Good communication skills (including by telephone, email and in person) at all levels	Essential	Interview
Ability to read and interpret maps, plans and technical drawings	Essential	Interview
Excellent organisation and office administration skills	Essential	Interview
Ability to work accurately and meet deadlines under pressure	Essential	Interview
Ability to prioritise and manage own workload	Essential	Interview
Proven knowledge of Microsoft Office products and willingness to learn the Council's IT Systems	Essential	Interview
Environmental Awareness and research skills	Desirable	Interview
Policy Development	Desirable	Interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Committed to delivering high levels of service	Essential	Interview
Good Interpersonal skills to develop and maintain effective working relationships	Essential	Interview
Willing to work outside normal working hour on occasions to meet the needs of the service	Essential	Interview
Positive, proactive and a team player	Essential	Interview
Progressive and innovative	Desirable	Interview