**OADBY AND WIGSTON BOROUGH COUNCIL**

**JOB DESCRIPTION**

**POST TITLE: Development Control Assistant**

**POST NO:**

**GRADE: Band 6**

**SERVICE AREA: Built Environment**

**RESPONSIBLE TO: Principal Development Control Officer**

**JOB CONTEXT:**

1. To support the Development Control Team to undertake the efficient administration and coordination of development proposals in the form of preliminary enquiries, planning applications and associated work.
2. Pursue continuous improvement and respond positively to challenges and change.
3. Help to achieve corporate aims and objectives as part of a team through the delivery of the Council’s Vision and Values.
4. Promote and maintain a culture which places customers first and aims to deliver a high standard of service.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To act as duty officer to respond to customer enquiries regarding planning matters. Deal in person, by telephone or in writing with general enquiries about any aspect of the service made by members of the public or by professionals and give appropriate advice.
2. Maintain and develop the various modules of the IDOX and Uniform software systems working alongside the System Supervisor.
3. Coordinate, assess and determine minor planning applications and preliminary enquiries in an efficient effective and professional manner.
4. Liaise with developers and other applicants in pursuit of the highest quality development proposals in line with agreed policy and guidance.
5. Negotiate with developers, applicants and agents over matters including high quality design, sustainability and planning gain.
6. Prepare appeal statements for hearings, inquiries and court cases.
7. Work closely with external stakeholders to ensure that development has a positive impact on the local community.
8. Prepare recommendations and reports for Development Control Committee; to attend and present at such meetings including site visits when required.
9. Maintain and develop good and effective working relationships with colleagues elsewhere within the Council, external consultees, and other interested parties. To support colleagues in the Planning Policy Team as and when required.
10. Seek to enhance the reputation of the Council and advance the Council’s published “Vision and Values” at every opportunity.
11. To deputise as necessary for the Planning Administrative Officer.

**KEY FUNCTIONAL LINKS WITH:**

**Internal:** Allemployees of the Council, Elected Members.

**External:** Members of the Public, Department of Communities and Local Government, Leicestershire County Council, Consultation Bodies, Other Local Authorities, Planning Consultants, suppliers.

**WORKING CONDITIONS & ENVIRONMENT**

1. The post is situated within the Main Council Offices at Station Road, Wigston. However the Council has fully embraced Agile working, meaning as long as the job role is being fulfilled the post holder can work from wherever they wish. However the post holder may be required to work from other sites and places within the Borough where professional attendance is required.
2. The Council will pay your subscription fee to one professional organisation annually.
3. The post holder will be required to attend Committee meetings, which are usually held in the evenings.

**ADDITIONAL REQUIREMENTS**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be

undertaken to ensure the efficient operation of the department. Other duties required will be consistent

with those listed above and appropriate to the title and grade of the post.

1. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council’s Equal Opportunities Statement.
2. Comply with the provisions of the Data Protection Act 1998, the Computer Misuse Act 1990 and the

Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.

1. To take all necessary steps in order to ensure that information acquired through their employment or

contained within the Council is kept confidential.

1. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council’s aim to reach a mutual agreement to reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.
2. Carry out all duties outlined above in accordance with all Council Policies and procedures in particular: -

* Employee Code of Conduct
* Customer Care Policy
* Equal Opportunities Policy
* Standing Orders
* Financial Regulations & Proper Practices Policies
* Health & Safety Policies

**Date issued:** January 23

**I have read and accepted the above:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_