

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Planning Support Officer

Vacancy ID: 011467

Salary: £20,903 - £22,183 Annually

Closing Date: 06/12/2020

Benefits & Grade

Grade G

Contract Details

2 Posts, Permanent

Contract Hours

37 hours per week

Job Description

The Borough of Stockton-on-Tees is located within the Tees Valley with an economy on the up. We are an ambitious Authority with big plans and a bright future and the Council is seeking to recruit two Planning Support Officers within the Planning Services team.

This role offers an exciting opportunity to become a key member of the Planning department providing support to the Planning Services team on a variety of planning aspects which includes strategic planning, planning applications and planning enforcement.

Candidates should be highly motivated, enthusiastic and be able to rise to the challenge of working in a fast-paced environment whilst ensuring that a high-quality service is delivered. You will be expected to be a team player and work with others across the wider Inclusive Growth, Planning and Development service area.

An online application form and further information is available from www.stockton.gov.uk/jobs

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Simon Grundy, Planning Services Manager, on 01642 528550.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



Stockton-on-Tees
BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:

Finance, Development and Business
Services

Service Area:

Planning Services

JOB TITLE: Planning Support Officer

GRADE: G (SCP 20-22)

REPORTING TO: Planning Services Manager

1. JOB SUMMARY:

The post holder will be required to assist the Planning Services Manager in providing support to the Planning Services Team on a range of technical and non-technical aspects.

The post holder will be required to validate planning applications, provide basic planning advice to a range of persons and be required to communicate effectively across the Planning Services Team and Inclusive Growth and Planning Service.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

- | | |
|---|--|
| 1 | To provide administrative and technical support to Planning Officers and the Planning Services Manager as required and on duties including; <ul style="list-style-type: none">• Use of GIS to manage information and identify potential development constraints• Dealing with correspondence for requests for information• Reviewing and processing plans and information• Producing and circulating agendas and taking minutes of meetings• Managing and maintaining data, records, systems and information |
| 2 | To check the validity, accuracy and completeness of information included in submissions to the Council, which are received in accordance with the agreed Council procedures, guidance and associated planning legislation. |
| 3 | To identify and carry out publicity for planning consultations in accordance with agreed procedures and relevant planning legislation. |
| 4 | To maintain the Tree Preservation Order Register and process applications for works to trees covered by a Tree Preservation Order or that are within a Conservation Area. |
| 5 | You will be responsible for assessing requests for whether development needs planning permission in accordance with planning legislation and advising customers, including those seeking Building Regulations approval, of that decision in writing. |

	6	You will be required to act as the first public point of contact in to the Planning Services team, providing appropriate technical support to members of the public both via telephone, email and in person within the Customer Services Contact Centre.
	7	To respond to requests on the status of planning applications and other planning related matters.
	8	To adhere to all internal procedural guidance on the validation of planning applications, statutory consultee list and any other relevant associated technical documents, and update such documentation as required, by the Planning Services Manager.
	9	To assist with the organisation and operation of planning meetings, including the preparation of presentations for Planning Committee meetings using Microsoft PowerPoint (or similar) in consultation with Planning Officers and the Planning Services Manager.
	10	To assist in the monitoring/collation of information/evidence associated with the maintenance and formulation of the Councils Planning Policies or other associated duties and activities in the Inclusive Growth Directorate, as directed by the Planning Services Manager.
	11	You shall ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
	12	To take reasonable care of your own health and safety and co-operate with Management so far as is necessary to enable compliance with the Authority's Health and Safety rules and legislative requirements.
	13	You shall be responsible for your own personal development and undertake any necessary training and development to assist you in the requirements of the post.
	14	You will need to ensure that such other duties and responsibilities commensurate with the grading and nature of the post are fulfilled as directed by the Planning Services Manager.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: May 2020



PERSON SPECIFICATION

Job Title/Grade	Planning Support Officer	Grade G (SCP 20-22)
Directorate / Service Area	Finance, Development and Business Services	Planning Services
Post Ref:	POS005000 & POS005004	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		<ul style="list-style-type: none"> A recognised degree or Post Graduate qualification in Town & Country Planning (or equivalent) 	Application form
Experience	<ul style="list-style-type: none"> Local Government experience Experience of working with service specific IT packages (Idox & Uniform) 	<ul style="list-style-type: none"> Work experience within a Planning Department Environment 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Excellent attention to detail with the ability to produce accurate work Understanding of and ability to work with scale drawings Able to demonstrate excellent verbal and written communication Ability to be able to deal in a professional and courteous manner with the general public and elected members High standard of numeracy and literacy skills 	<ul style="list-style-type: none"> An awareness of Town and Country Planning and related legislation Experience of using GIS to highlight constraints and present map-based information Enthusiasm to learn new skills and be for your own personal and professional development 	Application / Interview

	<ul style="list-style-type: none"> • The ability to use own initiative to effectively solve problems • To be able to form good working relationships with others and work as an effective team member • To be able to demonstrate effective organisational skills and the ability to meet deadlines and other agreed priorities • Highly motivated, reliable and enthusiastic • Good IT skills and familiarity with Microsoft office (word, excel and access) to produce accurate documents and information • Effective use of ICT and other specialist equipment / resources and wider IT and GIS skills including data logging and scanning 	<ul style="list-style-type: none"> • Ability to act with political sensitivity and awareness 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement 		Application / Interview
Other requirements		<ul style="list-style-type: none"> • Flexibility to meet the needs to occasionally work outside normal working hours 	

Person Specification dated: Oct 2020

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.