
We currently have opportunities for Trainees working within our team that support the council's Travel Office, and the team supporting our Planning service.

Travel Office

The team supporting the Travel Office are based in the Civic Centre working in a COVID safe environment.

The team consists of:

- 1 part time Senior Business Support Officer
- 2 full time Business Support Officers

The team support the council by offering various ways to travel either while conducting council business, or ways of travelling to and from work. This includes access to car parks on a permanent or temporary basis; travel passes for buses and the metro; access to taxis, train and air travel. They also support the opportunity for council employees to lease cars, bikes and electrical equipment for the home.

The team have a suite of IT systems that keep track of bookings and provide performance and budgetary information.

The team are managed by Lesley Whiting, Business Support Team Manager. Lesley has a large team who provide support to other areas of the council, mostly in Education and you will have the opportunity to learn more about those functions and the functions of other teams in Business Support during your traineeship.

Planning

The team supporting Planning work from home and from the Civic Centre on a rota basis and are working in a COVID safe environment. Your traineeship would take place onsite at the Civic Centre working with those members of the team based there.

The team consists of:

- 4 Senior Business Support Officer
- 4 Business Support Officers

The team provide support to Planning by completing the validation of planning applications. This is done by using a set of criteria to check various types of planning applications whether they be applications for changes to a home, applications for large developments which could be housing estates; large business developments such as hotels or business premises; changes to listed buildings or even demolitions.

They work closely with colleagues who are qualified planners to validate the planning applications and any follow up correspondence with applicants.

The work that the team complete supports Planning's key performance indicators which are reported at a local and national level. These are reviewed at regular Planning Committees which are broadcast on YouTube.

Business Support Trainees – Information sheet

The team are managed by Paula Logan, Business Support Team Manager. Paula has a large team who provide support to other areas of the council, including the Gazetteer Team, the team who provide support to the Chief Executive and Directors and the Corporate Post Room. You will have the opportunity to learn more about those functions and the functions of other teams in Business Support during your traineeship.