

PLANNING AND RURAL DEVELOPMENT DIRECTORATE

Planning Technician (Fixed term for 3 year, Full-time, Band C)

Based in Grantown-on-Spey

Purpose

To contribute, as part of a small team, to an efficient and effective Planning Service by delivering and improving the technical and administrative processes associated with planning and undertaking planning casework.

Responsibilities

This post is located within the Planning and Rural Development Directorate and is managed by the Planning Manager (Development Management):

- Reviewing planning applications and preparing weekly reports with recommendations to Head of Planning to “Call-In” certain applications;
- Assessing of planning applications in relation to the National Park’s policy framework, including effectively communicating and negotiating with applicants, with a view to achieving high quality outcomes in terms of new development and the protection of the existing environment;
- Preparation and presentation of reports on planning applications and consultations for new development to the National Park Authority’s Planning Committee;
- Undertaking general planning-related casework and queries, including planning condition approval, pre-application consultations and non-material variations
- Assisting the Monitoring and Enforcement Officer in monitoring development, carrying out investigations and resolving breaches of planning control
- Contributing to planning appeals and preparations for hearings and Public Local Inquiries, arising from decisions made by the National Park Authority or in support of a Local Authority;
- Contributing to establishment of good relationships with community councils/associations and developers to raise awareness and understanding of planning within the Park;
- Ensuring, in liaison with technical support staff, the effective operation of development management casework handling systems (IDOX Uni-Form and Document Management System), using the systems to manage, process and monitor casework;
- Undertaking, as and when required, additional planning duties relating to development planning under the supervision of the Planning Manager (Development Plans and Service Improvement); and
- Undertaking, as and when required, research and collation of information/statistics in respect of delivery of the planning service.

Overall

- Undertaking such other tasks and duties as may be required; and,
- Contributing positively to the work of the Planning and Rural Development

Directorate as a whole, and quality service provision to the public through a positive and professional approach to all aspects of the job.

Person Specification - Knowledge, experience and training

ESSENTIAL

- A recognised degree in Town Planning or closely related subject area and eligible for Membership of the Royal Town Planning Institute
- Excellent communication and customer service skills
- Ability to meet tight deadlines with minimal supervision and work effectively and efficiently within the context of a small team
- Spatial awareness skills and ability to accurately interpret drawings and maps
- IT skills – word processing, spread sheets, databases, and presentation software
- Full UK driving licence or access to driver if disability prevents driving

DESIRABLE

- Up-to-date knowledge and experience of Scottish planning legislation, regulations, policies and current practice
- Experience of using and manipulating E-planning systems including Geographic Information Systems, IDOX Uni-Form and Document Management System to process development management functions

June 2017