

## PLANNING AND RURAL DEVELOPMENT DIRECTORATE

### SUPPORT OFFICER, PLANNING

(Band B; full time 37.5 hrs per week; Fixed Term until March 2020)

#### Purpose

The purpose of this role is to provide efficient operation of all administrative, clerical and support systems for the Planning Service, to both internal and external customers ensuring an effective and courteous first point of contact role on behalf of the Cairngorms National Park Authority.

#### Responsibilities

Responsibility for the broad range of administrative duties associated with the Authority's Planning Service, which includes directly supporting the Planning Administration and Systems Officer and also members of both the Development Management and Development Planning teams of the Service. Specific responsibilities include:

- Providing administration support for Development Management and Development Planning teams including working with a number of planning related databases (e.g. Uniform and IDOX Document Management System and Geographic Information Systems), updating databases and supporting consultation processes;
- Preparation of documentation in connection with initiating consultations, redacting sensitive information, and water-marking plans / maps;
- Carry out other planning related administrative duties including photocopying, filing and maintaining planning records, creation of presentation materials and dealing with general correspondence.
- Providing emergency cover for the Clerk to the Board in providing administrative duties for Planning Committee meetings including distribution of Committee papers, creation of presentational materials, supporting meetings of Committees to ensure their smooth running, minute taking and post Committee minute drafting;
- Managing meeting arrangements for the Planning Service; and
- Assisting with queries from colleagues and customers.

#### General

- Contribute to the work of the Planning and Rural Development Directorate and CNPA as a whole and ensuring compliance with financial procedures;
- Contribute to the delivery of the National Park Partnership Plan;
- To conduct other work, as necessary. All post holders are required to be flexible with regards their job description so that the organisation can adapt to new opportunities and priorities over time.
- To be part of the broader admin "pool", and thereby provide holiday and emergency back up cover to the Reception and Admin teams.

#### Person Specification - Knowledge, experience and training

##### ESSENTIAL

- Must be computer literate and have an in-depth knowledge and experience of using Outlook, Microsoft Word, Excel and Powerpoint and have experience of developing

and maintaining databases;

- Ability to be precise/accurate in use of specialised IT systems;
- Ability to maintain confidentiality when required;
- Must have accurate audio and copy-typing skills to a reasonable speed;
- Have a flexible approach and outlook and be able to apply skills (including problem solving) and intellect (using own initiative) to a range of tasks and issues;
- Ability to work in small office environment where team-working and multi-tasking is essential;
- Excellent communication and customer care skills;
- Driving Licence or access to a driver if disability prevents driving.

**DESIRABLE**

- Experience of using Uniform, DMS and GIS systems;
- Knowledge of town planning and experience of working within a Planning Service;
- An understanding of the purpose and aims of the National Park;
- Previous experience of a broad range of administrative and technical functions

November 2015