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| **aSSISTANT PLANNING OFFICER****SALARY GRADE: HBC 6** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| Contribute to the work of the Planning and Development Services Division as a member of a team of professional planning officers. Manage a caseload of planning applications and related matters.Demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, managing complex caseloads, while offering expert opinion and autonomy within the organisation and to others. Within the framework of legislation, agreed policies and procedures work with, or on behalf of, individuals and families, to assist them to resolve their personal problems and adjust to, or change their social environment to improve quality of life* To deal with planning applications (mostly Minor and Householder applications), their professional analysis and appraisal, and with planning appeals. The post holder will provide pre-application advice
* To provide specific specialist planning advice in respect of conservation and listed buildings, enforcement and pre-application advice within the experience and training of the post-holder and to prepare guidance and instruction for users of the service in respect of these specialist matters.
* To determine whether development proposals require planning/advertisement or listed building consent, with reference to appropriate legislation, and advise accordingly.
* To determine relatively straightforward delegated planning applications, and occasionally write reports with recommendations for Development Control Committee.
* To provide planning advice and general enquiries via the Planning Service Telephone Duty Rota
* Deal with elected members, stakeholders and the public on planning matters and allied activity
* Preparing reports and recommendations in respect of planning applications and other associated activity for assessment and the agreement of the Divisional Manager.
* To write policy and review policy documents within the experience and the training of the post-holder.
* Other duties, including the maintenance of all necessary statutory records, ensuring that on-going development is checked and monitored and relevant policy documents are regularly reviewed and updated (within the qualifications and experience of the post-holder) as required by the Divisional Manager including cover for absent colleagues.
* Assist with the rolling out of programmes of continuous improvement, identifying good practice and innovation. The role also undertakes all other aspects of planning and allied working including assisting with policy formulation commensurate with the level of expertise, qualifications of the post-holder.
* The post-holder will be part of professional and support officers dealing with a wide range of planning and related work, and will be expected to operate flexibly within that context. The above duties will not necessarily be dealt with exclusively by the post-holder, but will be expected to undertake or contribute to any or all of such duties as requested within the qualifications and experience of the post-holder.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About You |
| Degree or equivalent in Town Planning or related disciplineYou will also have:* Experience/knowledge in processing of minor planning applications and development control process.
* Experience of dealing with the public.
* Knowledge of relevant legislation. Such as the Town and Country Planning Act, Permitted development regulations
* Knowledge of local government and planning policy
* Good report writing, analysis and communication skills.
* High IT literacy.
* Ability to work well in an inter-disciplinary environment
* Ability to work as a team.
* Ability to work under pressure and meet deadlines as required.
* Good organisational and customer service skills

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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