



Job description			
Job title	Apprentice Technical Assistant		
Grade	Grade B		
Directorate	Regeneration & Economic Development		
Service/team	Planning & Building Control		
Accountable to	Technical Support Manager		
Responsible for	N/A		
JE Reference		Date Reviewed	May 2026

Purpose of the Job

To work with colleagues in the Planning & Building Control teams, helping to ensure that applications for Planning Permission and Building Regulations Approval are dealt with in an efficient manner.

To undertake a range of duties to the best of their ability with a view to developing evidence to support their National Vocational Qualification.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) To undertake a range of administrative/clerical duties including the administrative processing of applications – making full use of the Section's computerised system to ensure accurate record keeping and maintenance of information.
- 2) Written and verbal communication with customers
- 3) To produce plans, maps and other presentation material
- 4) Prioritise work in order to meet deadlines and achieve personal and organisational priorities.
- 5) Participate in personal development and training appropriate to the post.



As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.