



Job Description:

Job	Development Monitoring Officer
Hours per week	35
Service	Place
Team	Development Planning
Job location	Balloch
Line Manager	Development Manager
Band	B

Key purpose	1
Key accountabilities	1
Person specification	2

Key purpose

To provide technical assistance for the successful delivery of an efficient and outcome focused Development Management Service, specifically through administering the pre-start requirements associated with the commencement of development and monitoring progress during construction ensuring appropriate planning control.

Key accountabilities

- Assist in supporting the enforcement of statutory planning control through providing a development monitoring service which, working closely with Planning Officers supports, the monitoring of development sites, and informs the instigation of pragmatic and constructive enforcement actions as may be necessary.
- Contribute effectively to a customer focused planning advice and information service and to all monitoring and information systems, undertake all file management related to monitoring cases, including online e-planning services, which provide intelligence on planning and development in the National Park.
- Assist with initiatives which promote wider understanding of development monitoring issues and the operation of the Planning Service in the National Park, and enable public involvement in the planning process.

- Liaise with other organisations, interests and stakeholders in the planning system to secure support for the defined priorities and outcomes being delivered by the planning service in relation to the monitoring of development.
- Support the development of information systems and procedures to assist in development monitoring and enforcement activity.
- Provide support to the Planning Officers by undertaking site visits and liaising with owners and developers regarding developments as necessary.
- Assist in the handling and investigation of reported planning breaches
- Contribute to ensuring that the Planning Service is operated to a high standard, including ensuring the delivery of defined performance targets and outcomes and an excellent public service.
- Contribute as required to the development of strategies, policies and guidance which support the delivery of the Development Management Service and inform wider Authority strategies and initiatives.
- Undertake any other duties appropriate to the grade as required.

Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • A good awareness of the planning function either from academic study or previous experience 	<ul style="list-style-type: none"> • Up-to-date knowledge of the Scottish planning sector • Experience in a development management service • Knowledge and experience of rural planning issues
<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> • Ability to accurately interpret drawings and other planning documents to undertake site inspections • Computer literate • Numerate • Excellent written and oral skills • Articulate with excellent interpersonal skills 	

<i>Required Qualifications</i>		<ul style="list-style-type: none"> • A qualification at HND level or equivalent in a planning or related discipline • Corporate or Technical Membership of the RTPI, or eligibility for membership, or shortly to be eligible.
<i>Any Additional Job-Related Requirements</i>	<ul style="list-style-type: none"> • Current UK Driving Licence • Flexible approach to working hours as evening and weekend working will occasionally be required 	