



Job Description:

Job	Development Management Planning Assistant
Hours per week	35
Service	Place
Team	Planning
Job location	Balloch
Line Manager	Senior Development Management Planner
Band	C

Key purpose	1
Key accountabilities	1
Person specification	2

Key purpose

To assist in the successful delivery of the Authority's statutory planning function particularly through supporting an efficient and outcome focussed Development Management Service which achieves National Park aims and identified corporate outcomes.

Key accountabilities

- Contribute to providing a positive and efficient Development Management service through managing your own caseload of householder and detailed planning applications, Listed Building Consents, other planning consents and any resultant appeals, and delivering timeous planning decisions which contribute to wider defined Authority outcomes, including clear reporting of recommendations for Committee or Board decisions. Review planning proposals via the pre-application advice service and give accurate advice using the Local Development Plan policy framework and current national planning legislation.
- Carry out the validation of planning applications by checking submitted documentation to determine if applications are valid or invalid; determine which consultees are required, what statutory notifications shall be carried out and what advertisement and site notices are needed, in consultation with planning officers as required.

- 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.
- Support a customer focussed planning advice and information service, including dealing with the plantel phonenumber for general enquiries; and support all monitoring and information systems, including online e-planning services, which provide intelligence on planning and development in the National Park.
- Assist with other aspects of the Service including: supporting systems which facilitate positive enforcement of planning control; supporting the delivery of services on-line; and participating in the delivery of any project activity area.
- Assist in supporting initiatives which promote wider understanding of planning issues and the operation of the Planning Service in the National Park, and provide more effective opportunities for public involvement in the planning process.
- Enable the necessary partnerships, engagement and consultation processes 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.
- 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"> • Up-to-date knowledge of the Scottish Environmental and planning sector • Knowledge and experience of rural planning issues

<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> • Computer literate with knowledge of record management and online e-planning systems • Numerate • Excellent written and oral skills • Articulate with excellent interpersonal skills • Able to demonstrate personal commitment and empathy to the principles of sustainable development and protected area management 	
<i>Required Qualifications</i>	<ul style="list-style-type: none"> • Degree or equivalent in an planning or related discipline or be working towards • Corporate or Technical membership of RTPI or working towards 	
<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. 	<ul style="list-style-type: none"> • Knowledge and understanding of the roles of the Scottish National park Authorities