

JOB OUTLINE	
JOB TITLE: Assistant Planner	JET CODE: 6809
SERVICE: Planning	
DIVISION: Development	
REPORTING TO: Team Manager – Planning Delivery	
RESPONSIBLE FOR: None	
<p>JOB PURPOSE:</p> <p>To contribute to new and ongoing land use planning work, including data collection and analysis.</p> <p>To support the preparation of the East Lothian Local Development Plan and other land use planning policy work.</p> <p>To assist in the delivery of a high quality development management and enforcement service compliant with relevant legislation and performance standards.</p>	
<p>MAIN DUTIES:</p> <p>Undertake a range of research surveys and information gathering.</p> <p>Prepare datasets such as the Housing Land Audit, employment land availability and town centre surveys.</p> <p>Undertake information research and analysis and draft briefing reports to support the preparation of the East Lothian Local Development Plan and other land use planning policy.</p> <p>Provide advice to the public, agents, Elected Members and Council services on applications and development management matters with reference to appraisal of development proposals.</p> <p>Register planning applications.</p> <p>Report on and determine householder and local planning applications or make recommendations for determination.</p> <p>Present applications to Planning Committee as required.</p> <p>Prepare written statements for Appeals against decisions of the Planning Authority and give evidence at Hearings, Public Inquiries or the Courts.</p> <p>Assist in the delivery of a high quality Planning Service.</p> <p>Contribute to performance targets set by the Council and Scottish Government.</p> <p>Assist with other land use planning work, as appropriate.</p>	

Produce accurate work and meet targets in accordance with set timescales.

Apply and adhere to all Council policies and procedures.

Ensure adherence to relevant legislation and safe practices.

Promote a positive image of Planning Services by providing excellent Customer Care

Co-ordinate and provide information to internal and external stakeholders

Adhere to the principles and practice of equality as laid down in the Council's Equal Opportunities Policy.

Undertake any other relevant duties as required by management.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Professional planning qualification (Honours degree, diploma or equivalent) accredited by the RTPI

Disclosure Scotland:

- None

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Professional planning qualification (Honours degree, diploma or equivalent) accredited by the RTPI</p> <p>A full current driving licence and access to a vehicle are essential to manage the workload of this post*</p> <p><i>(*Where a disability precludes you from obtaining a driving licence, ELC will take into account its responsibility to make reasonable adjustments to allow for your disability).</i></p>	
Previous Experience (Paid & Voluntary Work)		<p>Practical experience in land use planning procedures and practices.</p> <p>Experience in the creation and use of databases.</p> <p>Experience of working in a land use planning or similar environment.</p> <p>Experience of working in a customer-focused environment.</p>
Knowledge/ Skills /Competencies	<p>Knowledge of land use planning procedures and practice.</p> <p>Effective verbal and written communication skills.</p> <p>Presentation skills.</p> <p>Skilled user of Microsoft Office Suite such as Word, Excel, Outlook etc.</p> <p>Effective organisational and time management skills.</p>	

<p>Personal Qualities</p>	<p>Ability to work on own initiative and flexible as part of a team.</p> <p>Ability to deal with conflicting priorities and demands</p> <p>Ability to plan and deliver work to agreed standards and deadlines.</p> <p>Attention to detail.</p> <p>Ability to present information clearly.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p>	
<p>Council Behaviours</p>	<p>We are customer focused</p> <p>We initiate and embrace change</p> <p>We strive to be the best we can be</p> <p>We make things happen</p> <p>We work together</p>	