Inverclyde council

JOB DESCRIPTION

Post Title:	**Assistant Planning Officer**
Post Number:	
Grade:	Grade 6
Service:	Regeneration, Planning & Public Protection
Section:	Planning & Building Standards
Responsible to:	Planning Team Leader

Overall Purpose of the Job:

To support the planning service in the preparation of local development plans and related policy matters, to assist with the assessment of planning applications, to provide technical support (GIS) for the service.

Main Duties and Responsibilities

1.	Support the preparation of local development plans, by undertaking relevant engagement, research, analysis of information.
2.	Support the preparation of local development plans, by preparing written work, or supporting senior officers in the production of same, for material related to the Local Development Plan, including reports.
3.	Assist with senior members of the team to monitor performance returns relates to development planning, including liaising with Scottish Government through plan examination periods. Assist the coordination of the annual national planning framework, by gathering relevant data
4.	Support the preparation of related policies such as supplementary planning guidance.
5.	Participate in public engagement events related to planning.
6.	Support the customer interface of the planning service, including by handling enquiries from members of the public on planning matters.
7.	To support the development management team where required, including in matters related to assisting with assessing planning applications for local development proposals.
8.	To support the development management team where required, including in matters related to undertaking assessment of planning enforcement matters.
9.	Ensure adherence to all relevant legislation, policy and procedures.
10.	Lead the production of mapping using GIS facilities to meet the needs of the service, particularly including production of plans.
11.	Support the service to maintain an appropriate web presence, particularly for functions related to the local development plan.
12.	Any other duties and responsibilities as directed by line management.

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: December 2024