

Job Profile and Working for Stockport



Stockport

to keep the people of Stockport at the heart of what we do.

Team

to succeed as a team, collaborating with colleagues and partners.

Ambition

to drive things forward with ambition, creativity and confidence.

Respect

to value and respect our colleagues, partners and customers.

Our Council

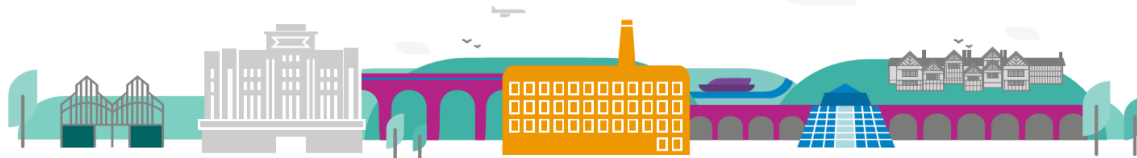
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>



About the Job

Role:

Assistant Planning Officer

Service Area:

Planning – Development Management

Directorate:

Services to Place

Salary Grade:

Grade 5/6 – Career Graded to SO1

Main Purpose of the Job

To carry out the assessment of householder and minor planning applications and associated appeals in connection with the Statutory Function of the Local Planning Authority.

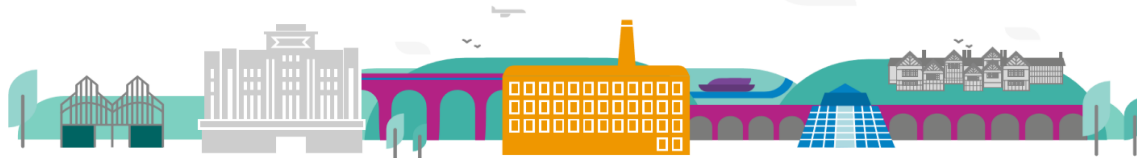
Key Responsibilities

- The provision of general technical support to development management staff, including the use of information technology.
- Ensure that all information necessary for the determination of minor applications is obtained and documented. Carry out site inspections and make recommendations on minor applications.
- Provide information and assist in the processing of applications, including site inspections.
- To prepare written statements in respect of minor appeals.
- The preparation of plans and information to support evidence in planning appeals.
- To provide information to the members of the public, applicants and others relating to development control records, procedures, practices and policy.
- To assist in the provision of planning information including Local Searches. 8. To undertake such other duties as may be appropriate to the grade and post

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.



About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Experience in planning office or relevant field
- Experience of site inspections
- Experience of preparation of statements, plans or evidence
- Experience of dealing with different types of people
- Ability to prioritise workload
- Able to work as member of a team effectively
- Ability to vet and verify planning applications accurately
- Ability to write clearly and concisely
- Ability to communicate effectively with members of the public and people at all levels
- Able to use various computer packages for email, databases, and spreadsheets
- Ability to interpret scaled drawings
- Analytical skills needed for determining if planning permission is required and in assessment of planning applications
- Relevant Qualification in Planning
- Training in aspects of information technology
- Possession of a valid driving licence and use of a car for work.