

Role Description and Employee Specification

Planning Appeals Technician

Job Title:	Planning Appeals Technician	Location:	Coleford
Department:	Development Management Services	Service:	Planning Enforcement
Reports to:	Principal Planning Officer Appeals and Enforcement	Working Hours:	37 hours per week
Salary:	£25,631 - £27,572	Peer Group:	PGC9
Business World Post Number:		Job Group:	Level I Case & Field Worker
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	The post will sit in the Planning Enforcement team within Development Management and provide administrative support to the Appeals officer in registering, consulting on and ensuring the submission of information to enable the council to effectively defend appeals lodged against planning decisions. To record and monitor S106 agreements ensuring payments to the council are secured and appropriately spent/implemented so delivering positive benefits to the community. To complete planning searches for the Land Charges.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Implement registration and monitoring of all appeals using CAPS system and provide main parties with all correspondence, policies etc and undertake all necessary consultation on appeals with Consultees enabling them to support the appeal statement • Complete Land Charges Searches • Record all Section 106 and S111 planning agreements • Monitor all planning agreements to ensure that planning gains are secured, such as financial contributions for education, recreation provision and delivery of affordable housing • Liaise with consultees to ensure that secured benefits are appropriately delivered • Maintain and produce performance statistics. • Provide cover for planning enforcement administration.

	<p>General:</p> <ul style="list-style-type: none"> • Deal with routine service requests, which may relate to a specific functional area across the organisation and/or externally • Work within relevant legislation, prescribed policy, procedures and guidelines • Escalate to technical colleagues when necessary • Ensure all relevant customer and company information is captured and recorded accurately • Manage workload in order to meet the demands and targets within the function • Carry out duties with discretion, integrity and maintain confidentiality • Undertake any other duties as reasonably required to do so
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • A minimum of 5 qualifications equivalent to NVQ level 2 or GCSE at Grade C/4 or above, must include Maths and English • Ability to build customer relationships • Experience in assessing routine situations and carrying out inspections if and when required • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve routine issues by negotiation • Maintain accurate and up to date records • Demonstrate commitment and resilience to succeed • Excellent written and verbal communication skills • Ability to manage time effectively • Competent in using a range of technology and software packages, including Microsoft and Google
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Relevant recognised qualification • Knowledge and experience of working in a public sector organisation
General Accountabilities:	<ul style="list-style-type: none"> • Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council.

Special Conditions:	<ul style="list-style-type: none"> You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the need of the business. 		
Date Reviewed:	21 st March 2025	Reviewed By:	Clive Reynolds
Checked by HRBP		Date of issue:	