

## Job description and employee specification

<b>Job title:</b>	Appeals and Enforcement Technician	<b>Location:</b>	Elmfield Witney
<b>Reports to:</b>	Development Manager	<b>Working hours:</b>	37 per week
<b>Job number:</b>	TBC	<b>Salary range:</b>	£18,300 - £20,950 per annum
<b>Supervises:</b>	Not applicable		
<b>Purpose:</b>	<p>To contribute positively to the Appeals and Enforcement Planning team by processing planning appeals cases and enforcement cases and complaints and supporting the planning officers.</p> <p>You may need to travel around the District and so access to a car is necessary; applications for part-time work and job share are welcome.</p> <p>The post will sit within the Appeals and Enforcement Planning team assisting a team of planning officers.</p>		
<b>Key responsibilities:</b>	<ul style="list-style-type: none"> <li>• Process planning appeals from start to finish to strict deadlines</li> <li>• Deal with general admin for the team</li> <li>• Be responsible for researching planning history, surveys and appeals for cases</li> <li>• Liaise with members of the public, councillors and statutory bodies on planning appeals and enforcement cases</li> <li>• Undertake site visits in relation to enforcement cases</li> </ul> <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Working to add value to, and be a valued member of the team, and to be valued by customers</li> <li>• The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> </ul>		

<b>Essential requirements, qualifications, skills and abilities:</b>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSEs (5 A-Cs including Maths and English) or equivalent</li> <li>• 2 A levels or equivalent/substantial relevant practical experience</li> </ul> <b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in office environment / similar or related role</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• Interest in the built and natural environment</li> <li>• Good level of IT skills - MS Office</li> <li>• Good communication and negotiation skills to help you work with a diverse range of people</li> <li>• Achieves results through others</li> <li>• Is customer focussed, responsive, and co-operative with customers</li> <li>• Is proactive/self motivated</li> <li>• Prioritises and meets tight deadlines</li> <li>• Is flexible</li> <li>• Works together with employees, colleagues and customers to resolve problems and implement change initiatives</li> <li>• Ability to maintain confidentiality in accordance with Data Protection</li> </ul>	
<b>Desirable requirements qualifications, skills and abilities:</b>	<ul style="list-style-type: none"> <li>• A keen interest in improving places for people to live and work</li> <li>• Creative thinking, attention to detail and analytical skills</li> <li>• A commitment to professional standards, ethics, sustainability and social inclusion</li> </ul>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• You will need use of a car for work purposes</li> </ul>	
<b>Date of Issue:</b>	<b>Jan 2020</b>	
<b>Date reviewed:</b>	<b>Jan 2020</b>	
<b>Reviewed by</b>	<b>Name: Abby Fettes</b>	<b>Job title: Interim Development Manager</b>