

JOB SPECIFICATION

DEPARTMENT: Town Planning and Building Control

POST: Town Planning Technician (Professional & Technology Officer)

RESPONSIBLE TO: Deputy Town Planner

JOB PROFILE:

To provide general technical support to the professional Town Planning staff covering the full range of development management and policy functions and to monitor and enforce compliance with Town Planning and related legislation.

The main duties and functions of the post are:

- To assist in dealing with all types of planning applications and appeals.
- To monitor developments to ensure compliance with approved plans and planning conditions, and to detect unauthorised development and follow up with appropriate enforcement action.
- To carry out investigative research and office-based duties, produce and maintain accurate records and prepare and present reports.
- To carry out basic site surveys, produce technical drawings and produce other presentational material.
- Undertake site inspections and meetings on applications, appeals, enforcement matters and other related planning matters.
- To provide advice on planning matters to the general public, professionals and other Government departments and agencies.
- To assist in the preparation of reports for consideration by the Development and Planning Commission, other committees and Ministers.
- To assist in the collation and analysis of statistical data including data input.
- To assist in the administration of other control regimes that are the responsibility of the Town Planning section.
- Liaison with other Government departments, agencies and organisations and attendance at meetings, as required.
- To assist in the maintenance and development of the Town Planning section's computerised systems including its Geographical Information System, databases and website.
- General administrative duties.
- Any other duty appropriate to the post, which may be required by the Head of Department or his representative.

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	Degree in Town Planning or a very closely related subject.	
Experience:	<p>Experience in report writing.</p> <p>Experience in dealing with the public.</p> <p>Experience in the application of legislation.</p>	<p>Experience working in the field of Town Planning</p> <p>Experience in enforcement regimes.</p> <p>Presenting in public.</p> <p>Working with GIS.</p>
Knowledge:		Knowledge of Town Planning law and relevant international law.
Key Skills and Behaviours:	<p>Have good communication skills, both verbal and written.</p> <p>Clear accurate and concise report writing.</p> <p>Have good analytical skills and be able to take sound decisions.</p> <p>Ability to approach a wide range of problems and develop creative and innovative solutions.</p> <p>Demonstrable willingness to learn and undertake further training.</p> <p>Have good organisational skills.</p> <p>Able to work well in a team environment, on own initiative and on occasions without close supervision.</p> <p>Able to be discreet, professional and have a respectful manner at all times.</p> <p>Able to follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Possess logical thought of action.</p> <p>Be able to demonstrate authority whilst effectively managing conflict situations.</p> <p>Ability to understand technical drawings and specifications.</p> <p>Computer literacy in dealing with standard MS Word, data processing, databases and spreadsheets.</p>	<p>Computer literacy in GIS, desktop publishing and wider understanding of computer networks</p>

Other Requirements:		Available to work on occasions, as required, after normal working hours. Clean Driving License.
----------------------------	--	---