



Seaford Town Council

Planning Officer

Job Description

Responsible to: Town Clerk

Rate of Pay: Personal to post-holder basis

1. Job purpose

To manage the Planning function within the Town Council.

2. Duties

- 2.1 Processing weekly planning lists;
- 2.2 Writing reports and producing agendas for the three-weekly Planning & Highways Committee meetings;
- 2.3 Dealing with any incoming queries from members of the public, Councillors or third parties;
- 2.4 Attendance at said Planning meetings, to clerk the meetings and produce minutes;
- 2.5 Giving training or guidance where required to the Town Councillors on Planning topics;
- 2.6 Submitting planning decisions to the relevant body;
- 2.7 Potential involvement with the Seaford Town Neighbourhood Plan process;
- 2.8 Other tasks arising directly relating to the Planning function for the Town Council;
- 2.9 Other project work as delegated by and agreed with the Town Clerk.

3. Person Specification

- 3.1 Prior experience, knowledge and a good understanding of the Planning system in the public sector at an Officer level, preferably with a Planning qualification;
- 3.2 Able to show flexibility with the hours of work at an average of four hours per week;
- 3.3 Comfortable working from home and managing own workload;
- 3.4 Good verbal and written communication skills;
- 3.5 The ability to produce clear, informative reports;
- 3.6 Confidence in dealing with Councillors and other local authorities both over the phone and face-to-face.

Written: February 2016
Reviewed: August 2017