



## Seaford Town Council

### Planning Officer

### Job Description

**Contract Type:** Permanent.

**Hours of Work:** Average of 4 hours per week, flexible hours to suit.

**Rate of Pay:** £12.50 - £15.00 per hour, equiv. of £2,600 - £3,120 per annum

#### 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 Other tasks arising directly relating to the Planning function for the Town Council.

#### 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