



ADDENDUM TO GENERIC: Job specific duties and requirements

Job Title: Administrative Technical and Support Officer - Technical Support (Level C) Grade 3

Job overview This role will work within the Building Control/Planning Enforcement/Development Management Operational Delivery Team/s.

Reports to: Corporate Managers – Economy Services

Responsible for: (if applicable) N/A

Job requirements

To pro-actively and proportionately support the Economy service through direct administrative and technical support including but not limited to activity within Building Control, Development Management and Enforcement.

To seek opportunities to support the economy of Babergh and Mid Suffolk through the education of businesses as to all aspects of development process and through signposting all available support.

Provide specialist support, advice and information to businesses and citizens in respect of the post holder's areas of expertise and responsibility.

1.	Provide administration support in all areas of the Building Control Service, including Street Naming and Numbering (SNN) function and the carrying out of estimating, invoicing and the collection of fees. To assist with the maintenance and development of the LLPG and the provision of accurate information to discharge Land Charge searches.
2.	Provide administration and support to the administration duties of the Planning Enforcement Service, including the maintenance of computer-based and paper records; researching of site histories, and preparation of documents.
3.	Provide administration support in all areas of the Development Management Service including the carrying out of planning application validation & fee collection, registration, publicity and decisions, discharge of planning conditions, informal and permitted development enquiries.
4.	Contribute to relevant reports on support team aspects of the Economy service to ensure Senior Officers and Corporate Managers are kept fully informed; and that the Councils have met their obligations under the relevant legislation.
5.	Support, assist and facilitate the delivery of place shaping and community empowerment in collaboration with colleagues through Neighbourhood Planning, community led planning and other appropriate place shaping activities.

Person Specification

Provide any details of specific knowledge and skills, personal attributes or experience, which are required for the job. For example, this might knowledge of particular procedures or legislation.

Knowledge and skills	<ul style="list-style-type: none"> a) Sound working knowledge of the development process in general and the role of the local authority in facilitating and enforcing that process. b) Building Control Service Activity - Sound knowledge of service area including back and front office situations is essential in order to field enquiries and answer questions without referring to professional officer. c) Providing fee charging advice to clients which requires knowledge of the fee charging scheme and Street Naming and Numbering function. d) Planning Enforcement Activity- an ability to analyse large amounts of plans, data and reports and extract relevant information to inform the Enforcement Officers and make up the background to enforcement case files. e) Development Management Service Activity – Sound knowledge of service area including front and back office situations is essential in order to field enquiries and answer questions without referring to professional officer. f) Provide advice on application validation, publicity, processing and planning decision and discharge of condition advice which requires knowledge of fees and other procedure requirements.
Personal attributes	<ul style="list-style-type: none"> a) The ability to prioritise effectively and to work under pressure to achieve targets and to meet deadlines. b) The ability to deal with people in various situations in a polite and professional manner.
Experience	<ul style="list-style-type: none"> a) Relevant experience in an administrative role to demonstrate the required knowledge, skills and attributes.
DBS disclosure required?	Yes/No – Please delete as appropriate.