

## JOB DESCRIPTION

<b>ROLE TITLE</b>	<b>Planning Technician</b>
<b>COMPANY</b>	<b>TerraQuest</b>
<b>DEPARTMENT</b>	<b>Delivery – Birmingham / Belfast</b>
<b>REPORTS TO</b>	<b>Project Manager/Assistant Project Manager</b>
<b>DATE</b>	<b>09/07/2024</b>

### Role Summary

The Planning Technician will be required to register and validate a range of planning applications including, Other, Minor and possibly Major applications as part of a team delivering full end to end or capacity-based planning validations (PAVS) services for Local Planning Authorities.

### Role Responsibilities

- To process planning application validations against a 24- or 48-hour turn around target and to make the decision as to whether the application is invalid or valid (referring to the Senior Planning Technician or Team Leader where necessary for guidance)
- To negotiate amendments to application submissions by communicating with the applicant/agent via telephone, email, letter
- Checking of additional information submitted for planning applications.
- Checking/identifying consultation on planning applications.
- Allocating applications to planning officers based on schema.
- Using the Councils back-office system to update applications and carry out GIS checks.
- Answering queries from applicants/agents regarding applications
- To meet all daily production targets and update project documentation including Daily Production and Quality Logs.
- Productivity Rates – complete a number of tasks, cases or applications performed within a time period against specified target rates.
- To undertake any other tasks and duties within the scope and grade of the post.

### Qualities and Skills required.

#### Essential

- The ideal candidate will hold a relevant BA degree or equivalent within a planning discipline. You will have at least 6 months experience of the planning applications subject area and experience working within Planning Authority/Private Sector. In addition, you will also possess excellent attention to detail when performing own tasks and be able quality check others work.
- Candidates to have at least 1 years ' experience of the planning applications subject area and experience working within Planning Authority/Private Sector
- Ability to read/understand plans.
- Able to plan the day's workload from the outset and make appropriate adjustments when required.

- Ability to work in close cooperation with team colleagues.
- Confident in dealing with difficult customers and achieving positive outcomes.
- Excellent verbal and written communication skills
- Proficient in use of Microsoft Office – Word, Excel, Outlook
- Be able to work to deadlines and within a production team environment.
- Have attention to accuracy and detail in performing own tasks and to quality check others work.

TerraQuest is an equal opportunity employer and is committed to creating a diverse and inclusive workplace where all employees are valued and respected.

This description reflects the core activities of the role but is not intended to be all-inclusive. Other duties within the group/department may be required in addition to changes in the emphasis of duties as required occasionally. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.