

JOB DESCRIPTION

Job title: Development Management Support Technician
Directorate: Corporate Strategy
Grade: I

JOB CONTENT / DIMENSIONS / RELATIONSHIPS:

Reports to: DM Systems and Technical Support Manager
Manages: None
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Provide an efficient and effective administrative, technical and IT service primarily to support the development management process
- Develop and maintain liaison with the constituent LPA's on all relevant issues appropriate to the level of the post.

KEY ACCOUNTABILITIES:

- Provide administrative and technical support for the processing of statutory planning applications, planning appeals, enforcement investigations and enquiries.
- Ensure efficient recording collection and notification of statutory and non-statutory fees and other financial transactions.
- Contribute to the effective management and development of organisational support and public facing systems.
- Contribute to the effective monitoring of the team helpdesk for partner authorities ensuring SLA targets and objectives are met.
- Contribute to the delivery of specific projects and reviews as required
- Attendance and administrative functions associated with User Group activity.
- Deputise for the DM Systems and Technical Support Manager as required
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol

- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role