



# Job Description

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St. Helens Council

**Post: Planning Assistant – Policy**

**Post Number:**

**Department: Place Services**

**Grade: SCP 26-28**

**Responsible to: Team Leader (Planning Policy)**

**Purpose of the Post: To assist the Development Plans Manager in the development and provision of the Development Plans service.**

## **Duties and Responsibilities:**

1. To collect, organise and evaluate information required to support planning policy development within agreed timescales and commensurate with experience.
2. To provide planning information and deal with complex, general correspondence and enquiries from members of the public, elected members, outside organizations and other professionals on planning matters.
3. To undertake site visits, appraisals and surveys.
4. To prepare site histories and background reports.
5. To provide planning policy advice and evidence to colleagues involved in development management and other Council services.
6. To assist with public consultation exercises connected with the development of planning policy and to help analyse feedback from these
7. To provide input into the preparation and drafting of Policy, Supplementary Planning Documents and Planning Briefs.



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8. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
9. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
10. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: December 2017**