

## Job Profile

**Job Title: Planning Technician**

**Job Grade: Zone 1, Level 3**

**Salary: £33,789 - £38,465**

### About Camden

In Camden we are committed to working together to make our borough the best place to live, work, study, and visit. Partnership with our communities is central to the way we work, so that everyone can access opportunities, and nobody gets left behind. Here's where you can help decide a better future for us all.

Camden 2025 sets out a vision for the future of the borough, where everyone contributes to achieving a safe, fair, creative and active community. The planning process is key to ensuring the delivery of the objectives for the borough. The role would contribute to the provision of a responsive, high performing and high quality Development Management Service.

### About the role

The purpose of this role is to ensure the provision of a responsive, high performing and high quality Development Management Service taking personal responsibility for validating, assessing and determining simple planning applications & appeals. Alongside this the post holder will work as part of a team of technical officers who are responsible for carrying out technical support tasks. This includes logging and directing correspondence received by the Council; responding to queries; logging planning applications, tree applications and enforcement cases; mailbox management; appeal administration; as well as other administrative tasks within the service as required.

Example outcomes or objectives that this role will deliver:

- carry out work that directly maintains and improves the quality of the physical environment of the borough and the lives of its residents
- the post-holder will take responsibility for effective negotiation, stakeholder involvement and conflict resolution to ensure high quality and innovative outcomes that reflect Council wide objectives and policies
- to take personal responsibility and lead on a varied range of development management case work including pre-application advice, and application processing
- to contribute innovatively to key digital projects and development of digital tools to improve efficiency in the planning process.
- to ensure all Development Management decisions comply with relevant legislation, statutory and other Council plans, policies and guidelines and that these decisions can be effectively defended in planning appeals as necessary

- to seek to ensure that all reports, correspondence, written and telephone enquiries are dealt with within target response times and that quality and content meet required standards
- to ensure that all logging of correspondence in relation to planning applications, appeals and enforcement investigations are dealt with in a timely manner
- to ensure that all correspondence and information made publicly available on the Council's website complies with the department's privacy statement and the GDPR
- to support colleagues within the technical team to deal with peaks in workload
- to ensure that customers receive excellent customer service

### **About you**

- You will have excellence in customer care and understanding of the role of local government in supporting residents through high quality services.
- You will have some experience (can include work experience) of working within Development Management in a local authority environment.
- You will have the ability to communicate effectively, verbally, in person and in writing.
- You will have the ability to work within a team to deliver effective services.
- You will have an interest in and basic understanding of current and draft planning legislation at local, London regional and national levels.
- You will have an interest in technology and data science (desirable).

### **Scope for Career Development:**

- As part of this role there may be scope to undertake an apprenticeship through Camden's apprenticeship levy in Town Planning with eligibility for Membership of the Royal Town Planning Institute

### **Work Environment:**

- Home and office based.
- You will be required to undertake external meetings and site visits.
- Willingness to work outside normal office hours on occasion is essential.

### **People Management Responsibilities:**

- None

## **Relationships:**

- Reports to the Planning Improvement and Support Manager (line manager), to PST managers on individual applications, and Appeals and Enforcement manager for appeals
- Partnership working with other services within the council, developers and applicants, residents/amenity groups and elected members

## **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

## **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

## **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

## **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

## **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything

differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.