

LINDSEY MARSH DRAINAGE BOARD

JOB DESCRIPTION

<i>Job Title:</i>	Admin Assistant (Planning and Consenting)
<i>Grade:</i>	Grade 1
<i>Qualifications/Skills Required:</i>	GCSE Level 5 or above in English Language (or equivalent) Qualifications and Skills detailed in the Person Specification
<i>Responsible To:</i>	Project Co-ordinator
<i>Responsible For:</i>	Nil staff

Summary of Duties

Administrative assistance with all planning and consent applications in line with the Boards' policies to provide support to the Boards' Planning and Development Control Officer and Planning and Byelaw Officer.

Detailed Responsibilities

1. Type and format letters, emails and documents.
2. Scan and file documents.
3. Telephone duties as and when required.
4. Proactively check and monitor weekly planning application lists on various district councils' websites.
5. Input data onto Planning Application Database to allow Boards' Officers to consider and determine impacts of applications within the Boards' areas.
6. Assist with preparation of planning responses to local planning authorities ensuring deadlines are met.
7. Set up consent application folders and log applications onto consenting database.
8. Acknowledge receipt of consent applications and prepare general responses to applicants as and when required.
9. Advise applicants of consent application and inspection fees as per the Boards' Planning and Byelaw Policy.
10. Monitor status of consent applications and advise Officers accordingly to ensure response deadlines are met.
11. Establish and maintain an inspection diary and assist with arrangements for Officers' site inspections.
12. Assist with preparation and issuing of consents.
13. Maintain and update planning and consent databases.
14. Check and monitor planning email inboxes.

15. Deal with general planning and consenting enquiries.
16. Co-ordinate with other departments to ensure land records are updated following any new development.
17. Prepare reports for Board meetings as required.
18. Use of Boards' Geographical Information System (GIS) and production of drawings.
19. Scan of historic files (when time permits).
20. Any other tasks that you are capable of and might reasonably be expected to carry out.