

# Job description



<b>Department:</b> Planning Policy Strategy & Economy (PPSE)	<b>Location:</b> South Cambridgeshire Hall, Cambourne / Guildhall or Mandela House, Cambridge
<b>Job title:</b> Administrative Officer PPSE	<b>Post number:</b> 0511
<b>Grade:</b> Grade 3	<b>SCP range:</b> 15-20
<b>Responsible to:</b> Planning Policy Strategy & Economy managers with some supervision by members of the Planning Policy Team	<b>Responsible for:</b>

<b>Health Considerations/ Risk/ Surveillance Required:</b>
None

## Description of duties and responsibilities

- To provide efficient, effective all round administrative support to the Planning Policy Strategy & Economy (PPSE) teams. Administering an information system in relation to the Local Plan consultations and handling representations.
- To provide an effective and efficient interface with the public and all relevant stakeholders.

## Key contacts / communication links

### Internal

### External

## Key responsibilities / specific duties

- Provide a full administrative service to the PPSE Team from administration elements of the Local Plan process through to day-to-day tasks such as a PA role, filing, photocopying/scanning, word processing/typing and create/use spreadsheets, including ensuring documents meet the Councils' Accessibility requirements, post/mail handling, as and when required.
- Responsible for administrative elements of the Local Plan database, including maintenance of an up-to-date consultation database, covering a range of consultee categories, including statutory consultees.
- Manage the printing, collating and distributing of communications to the public during public consultation programmes. Make mailing selections from the consultation database using specific selection criteria and creating mail shots (including documents), typically for 1200 consultees per consultation plus and typically up to 3000 representors. Ensuring mail shots are fulfilled correctly and to specific deadlines.
- Organise the venues and practical arrangements for meetings, or external Public Exhibitions to assist in the consultation process.
- Responsible for scanning, amending (for general publication via the database) and adding electronic versions of paper representations.
- Management and upkeep of a portable reference document library for use at public examinations, which has official documents added to it regularly.
- Establish, prepare and maintain the Planning Policy Library system of national, regional, local and internal standard reference, guidance and



consultation documents and provide immediate access to papers and documents held therein.

- Deal with incoming phone calls to the team and visitors to the Main Reception area as a first point of contact, and monitoring the email inbox, dealing with queries where possible or forwarding them to the correct officer. This includes handling any customer complaints in line with Council policy and procedures.
- Have competence in amending the PPSE Plan web pages (including the Contact Centre Bulletin Board). Adding documents and text to the pages, creating links, then publishing for live visibility to the public, as advised by the team. Utilising copy writing skills as and when required and ensuring dates and information are correct.
- Undertaking of individual project work as and when required, such as Records Management – involving complete recording of file information and their location of every piece of record within the team, both paper records and electronically. Plus carry out ad-hoc research information requests as and when required.
- Monitor all incoming enquiries for requests for information made under the Freedom Of Information Act in liaison with the Operations Manager

## **General to all job descriptions**

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.



South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: 14 April 2022