



## **JOB DESCRIPTION**

Post title: Business Administration Apprentice  
Service: Development Management  
Grade: Apprenticeship

### **Main Purposes of the Post:**

To provide administrative support to the Development Management Service (DM).

To develop an understanding of the DM Service and its various functions and assist in providing an efficient and effective service delivery to users of the DM service and the public.

### **Duties and Responsibilities:**

1. Provide administrative assistance to the DM Service including; typing letters and documents, maintaining electronic filing, responding to email and telephone enquiries, receiving and processing planning applications, inputting and checking data.
2. Updating and maintaining DM systems and databases for: Planning Applications, Appeals, Enforcement Cases and Pre-Application advice. Ensure that the information is accurate and up to date.
3. Provide direct support to the Senior Planning Administration Officer and Planning Administration Officer's with key DM tasks, as advised. This will include; produce site notices, created consultation requests and neighbour notification letters, record amended/ superseded plans and documents, produce and advertise public notices in appropriate local newspapers.
4. To carry out planning related searches and provide information as requested to agents, callers, and members and outside bodies as necessary.
5. Undertaking other duties as required by the DM Team and as directed by the Senior Planning Administration Officer.
6. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

**June 2023**

**Person Specification  
For  
Business Administration Apprentice**

**It is essential that the candidate has:**

**Experience:**

- Ability to use MS Office applications, including Word, Excel, and Outlook

**Personal Attributes:**

- Able to communicate effectively with people from a variety of different disciplines
- Good accuracy and attention to detail
- Able to prioritise and manage time
- Enthusiastic and willing to learn
- Self-motivated and able to work within a team
- Flexible and adaptable

**It is desirable that the candidate has:**

- Previous experience working in an administrative role
- An understanding of, or interest in Planning
- GCSE Grade 4 / C or above, in English and Maths