RTPI Town Planning Technical Support Job Description

The RTPI has set out a specification for the role of planning technician which identifies the type of work that a technician would typically be expected to participate in, or take a lead on. Broadly speaking, a planning technician role includes helping to collect planning information, maintaining records of planning applications, and preparing reports, plans and drawings. For example:

- Updating and compiling files relating to the use of land and property.
- Searching plans, and land and property files to gather information.
- Providing advice to members of the public on a range of planning matters.
- Helping with minor planning applications.
- Carrying out surveys, mapping and recording information, and presenting the data.
- Setting up and maintaining computer databases, and applying new technology, such as geographic information systems (GIS), to a range of planning tasks.
- Producing illustrations and other graphics for documents and exhibitions.

Town planning support staff may also be involved in enforcing planning regulations, which may include:

- Making sure that developments have permission to go ahead.
- Checking that any conditions attached to permission for developments have been met.
- Preparing reports based on site observations.
- Preparing statutory notes and serving enforcement notices.
- Preparing evidence for appeal or court proceedings.
- Maintaining registers and other records.

These tasks could be used to design a job description for a town planner technical support role, or a person specification, and could also be used to set annual objectives which could then also be used as evidence for your PDP.

What skills and behaviours does the RTPI believe are required to be a good planner?

- Excellent customer service
- Problem solving
- Good knowledge of wider issues
- Clear communications why decisions are made so that they do not appear as simply being negative
- Good emotional intelligence
- Political intelligence
- Building relationships is key – integrate with others
- Good decision making
- Proactively working towards an acceptable solution
- Partnership working