

JOB DESCRIPTION

POST TITLE:	VALIDATION TECHNICIAN
POST NUMBER:	PD10
GRADE:	E
RESPONSIBLE TO:	AREA TEAM MANAGER
RESPONSIBLE FOR:	N/A
LIAISON WITH:	Development Control Staff, Building Control Staff, Forward Planning and Conservation Staff, Other Council Departments, County Council Staff, Parish and Town Councils Government Departments, Members of the Public, Elected Members and Enforcement Officers

KEY CORPORATE ACCOUNTABILITIES: The provision of an effective and efficient application registration, validation and appeal service to the planning development control section to assist the service in meeting its government targets and providing a quality service to its customers.

KEY SERVICE ACCOUNTABILITIES:

1. Checking planning and related applications to ensure they are valid applications based upon national and local requirements, and have all relevant information to be registered and, where necessary, either by letter, telephone, fax or e-mail seeking additional information required.
2. Checking and calculating the required application fee payable and where necessary seek additional fees or arrange refunds as required via multiple communication channels.
3. Use of IT applications including GIS and other mapping functions within the planning function in order that services are provided in an accurate, timely manner and secure manner.
4. Register applications on planning data base and GIS spatial database system, ensuring that the site boundaries are accurate and any amendments to the site boundaries received after registration are incorporated or amended as required.
5. Monitor invalid applications ensuring that those not made valid after 21 days notice are returned to the applicant or agent with any necessary fee paid being refunded.
6. Carry out initial consultations both statutory and non-statutory as required according to the type of application registered.
7. Ensure all publicity, neighbour consultations and site notices as required are issued in accordance with the Councils Statement of Community Involvement and the provisions of the GDMPO.

8. Carryout additional consultations (and re-consultations) required by case officers as required.
9. To deal with interpersonal, telephone and written enquires from members of the public, planning and other professionals in respect of newly submitted applications.
10. To deal with the assembly and administration of Planning and Enforcement Appeals in line with the Town & Country Planning Act and correspond with the Planning Inspectorate which requires an understanding and knowledge of central government legislation and processes as well as event management including maintaining document library, booking rooms, managing attendance and providing administrative support.
11. Provision of support to the Planning Enforcement team, generating cases, plotting application's onto GIS system and maintaining statutory enforcement register.
12. Provision of support to the Tree Officer; plotting tree preservation orders onto GIS system ensuring that the site boundaries are accurate, making up files and maintaining the TPO register, as well as dealing with TPO searches.
13. Maintaining the statutory planning registers.
14. Responsible for raising purchase orders, invoicing, issuing of refunds and reconciliation of receipts as required for audit purposes, ensuring that financial procedures relating to procurement are adhered to.
15. Receiving telephone payments into the Capita payment system in relation to planning fees. Recording payments into planning system, recording any discrepancies (under/over-payments) and correcting any errors.
16. Carrying out other associated duties (of a similar nature) as necessary arising from absenteeism which may periodically arise within other parts of the service e.g. growth and economic development, and forward planning.
17. Maintain an up to date understanding of changes in policies and procedures as it relates to validation, enforcement and appeals management.
18. Maintain an ongoing understanding of best practice in planning application validation, engagement and appeal management and identify opportunities for improvements to MDDC's service.

OTHER DUTIES: In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY: The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

DATA PROTECTION: It is the responsibility of the Postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

EQUAL OPPORTUNITIES: The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using [the government DBS Tool](#) that this role is required to hold a **Basic DBS level check**. The basis on which this form of DBS is renewed is explained further within our DBS policy.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION
VALIDATION TECHNICIAN

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Good standard of Education including mathematics 	<ul style="list-style-type: none"> • An understanding of Local Government practices
Knowledge and Expertise:	<ul style="list-style-type: none"> • Ability to read plans and maps 	<ul style="list-style-type: none"> • Working knowledge of Town and Country Planning Legislation • GIS experience
Skills:	<ul style="list-style-type: none"> • Computer Literate • Good communication and presentation skills • Keyboard skills 	
Personal Attributes:	<ul style="list-style-type: none"> • Accuracy, reliability and patience • Customer focus • Capable of working under pressure and achieving deadlines • Commitment and flexibility • Committed to equality of opportunity and understanding of diversity issues 	
Special Requirements:		

Post Ref: PD10
Date: August 2025