



Cumberland Council

Post Specification

Date	January 2023
PG Number	6354
Post Title	Searches Officer
Job Family	Rregulation and Technical
Job Family Role Profile	RT7
Final Grade	Grade 7

To be read in conjunction with the job family role profile

Service Area description	
Delivery of the technical advice to fulfil the Council's Development Management responsibility for responding to planning enquiries and planning applications in Cumbria.	
Purpose of this post	
To provide technical advice and guidance to colleagues in maintaining a register of planned works and developments in order to meet the statutory requirements of Section 36 of the Highways Act 1980.	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. To undertake activities associated with providing and maintaining a computerised register of planned works and developments relevant to the work of the Highway Authority. 2. To liaise with the relevant internal staff and services to ensure that the register information is continually updated and available by internet access and other means. 3. Planning and organising work/projects to ensure delivery to given timescales and budgets, including preparation of monitoring and progress reports to managers and members. 4. Provide advice and guidance on the application and interpretation of relevant policies, regulation and legislation. 5. Carry out other tasks commensurate with the grade as may be required. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • Minimal
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> •
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • NVQ Level 3 in relevant technical subject or equivalent demonstrable experience • Local Government experience preferably working in customer facing services such as a Development Management service. • Extended experience of operating IT systems 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> ○ This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Occasional in dealing with distressed or irate customers.
Physical Demands	<ul style="list-style-type: none"> • Normal effort required

**Working
Conditions**

- Mainly office based with some travel in Cumbria.

Other Factors

- To model and display the corporate standards of behaviour.