

OVERVIEW OF JOB ROLE: Planning Admin Co-ordinator

BACKGROUND

Be First is a pioneering urban regeneration company wholly owned by, but operating independently of, the London Borough of Barking and Dagenham (LBBD). Its mission is to accelerate growth and capitalise on the borough's position as London's hottest investment and development opportunity.

We are a developer and property consultancy, and provide planning and other statutory functions for LBBD. We also work with commercial partners who share our core values of delivering high quality development which benefits local people. The financial return that we generate is reinvested back into providing key council services.

The Planning & Building Control Team has undergone significant transformational change, with the intention of delivering a commercially astute, pragmatic and professional planning super service. This role requires you to work with people across the team, ensuring that administrative functions are carried out accurately and in a timely fashion. Critically it is a role in which responsibilities will vary over time, depending on team needs.

KEY REQUIREMENTS: DUTIES

Key responsibilities will be (but are not limited to):

- **Managing a complex and changing workload including:**
 - **Operational business and administrative tasks such as: accurate receipting, recording, and validating of Planning and Building Control applications; record management; administration of planning appeals; overseeing payments and refunds.**
 - **Providing admin oversight and support to policy examinations, e.g. the Local Plan.**
 - **Co-ordinating and compiling monitoring reports for the team.**
- **Liaise with the public, developers and a wide range of public and private bodies, providing procedural advice that problem-solves and 'adds value'.**

KEY REQUIREMENTS: ATTRIBUTES

Ideally, we are looking for an individual who:

- **Contributes to a results-orientated, customer-focused working culture that embraces a 'right first time' approach.**
- **Calm, courteous and confident, with excellent communication skills.**
- **Proactive self-starter who takes the initiative and can prioritise.**
- **Demonstrable experience working within the property sector.**
- **Scrupulous attention to detail.**
- **Team player who works effectively with others.**
- **IT literate, notably Word, Excel, PowerPoint and data managing software, e.g. Power BI, Tascomi.**

JOB SALARY

Competitive salary plus company benefits including pension and eligibility for performance related bonus.

Please submit a covering letter and CV to Kirsty.Forbes@befirst.London by January 20 2021