



## Duchy of Cornwall Planning Administrator

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### The Duchy of Cornwall

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The Duchy of Cornwall is a private estate which funds the public, charitable and private activities of The Prince of Wales and his family. The Duchy consists of around 53,266 hectares of land in 23 counties, mostly in the South West of England.

The Duchy estate was created in 1337 by Edward III for his son and heir, Prince Edward. A charter ruled that each future Duke of Cornwall would be the eldest surviving son of the Monarch and the heir to the throne.

The current Duke of Cornwall, HRH The Prince of Wales, is actively involved in running the Duchy and his philosophy is to improve the estate and pass it on to future Dukes in a stronger and better condition.

### Planning Administrator

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#### Main purpose of role

An opportunity has arisen for an experienced Administrator to support the Head of Planning who is responsible for the planning function across the Duchy Estate including some high profile developments.

The Planning Department provides a resource to advise on, promote and secure planning permission for development and rural regeneration with regular interaction with tenants, local residents, architects and consultants.

#### Position

The post is based at the Bath Office and will report to the Head of Planning with no direct reports.

#### Scope of role

The Planning Administrator will be responsible for:

- Managing correspondence, communications and diary appointments.
- Organising meetings and events.
- Project management support.
- Keeping records and reports up to date.
- File and email management and data monitoring.
- Topic research and compiling reports from raw data.
- Processing invoices and expenses.
- Typing and filing.
- Liaising with tenants, members of the public, consultants and others.
- Other tasks as directed when required.

There may be a requirement for you to travel from time to time.

#### Limits of Authority

You will be responsible for day to day procedures to ensure the Head of Planning's workload is dealt with effectively and accurately and to time.

#### Relationships

You will need to work and communicate effectively with others and establish positive working relationships at all levels within the various Duchy offices. You must deal professionally with tenants, suppliers, staff and the general public and maintain a high level of tact and discretion.

## **Reward package**

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The role will be part time, 12 hours per week.

The salary will be in the range of £22,000 to £24,000 per annum pro rata.

The Duchy will contribute 12% of salary into its group Stakeholder pension scheme.

You will be entitled to 25 days holiday pro rata, plus a pro rata entitlement of the 8 bank holidays in England and Wales.

## **Person specifications**

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### **Education, Experience & Qualifications**

Strong attention to detail is non-negotiable. You will be representing the Duchy and as such you will need to present yourself accordingly in all face to face, email and phone communication.

You will have previous experience as a PA or Administrator.

You will have excellent diary and file management skills, with strong organisational and record keeping skills, and a systematic approach to problem solving. Capacity to work under pressure and manage a busy workload.

You will have experience, understanding and respect of dealing with confidential issues and have good interpersonal skills and willing to work with others.

Strong IT expertise particularly in MS Word, Excel and PowerPoint with a willingness and aptitude to learn new IT and other new skills which may from time to time be required.

### **Personal**

You are very tactful and totally discreet; organised; able to build positive working relationships at all levels and across a geographically disparate organisation; able to deal professionally with tenants, contractors, industry professionals and the alike; precise and accurate in your work, with good self-checking; open to discussion, change and development; easy-going yet professional, self-directed and productive. You will have an interest in the countryside and an appreciation for working in a rural environment together with a willingness to support the department and others in the work with various projects and initiatives on the Duchy's various estates.