

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Principal Planning Officer (Policy)
REFERENCE NO:	EDP103
SALARY SCALE:	PO2-5 (scp 32-35) £41,511 to £44,711 per annum
HOURS OF WORK:	37 Hours Per Week
POST NO:	D115
SERVICE AREA:	Strategic Planning and Housing
RESPONSIBLE TO:	Head of Strategic Planning and Housing
RESPONSIBLE FOR:	Planning Officer, Assistant Planning Officer and Planning Policy Assistant
JOB PURPOSE:	To lead in the delivery of the Local Development Framework (LDF) including supporting the preparation and adoption of the Local Plan; and associated planning policy documents.

KEY RESULT AREAS:

- To lead and assist the Head of Strategic Planning and Housing in the preparation, adoption and review of the Local Plan and other planning policy documents for Ribble Valley.
- To lead in the analysis and consideration of representations to the Council's Local Plan and to prepare and defend evidence at Public Examination as required.
- To receive and respond as appropriate to written, telephone and face to face enquiries regarding the Local Plan and other planning policy documents.
- To oversee the maintenance of the Council's LDF consultee and planning evidence database as required.
- To provide verbal and written planning policy advice.
- To scope, design and undertake research to support the development of planning policy, including the preparation of consultants tender brief and managing of consultancy support as appropriate.

- To oversee the preparation, development and undertaking of public consultation exercises and represent the Council at public meetings and exhibitions throughout the borough as required.
- To represent the Council on planning policy matters at Committee, Public Inquiries, Hearings and other meetings as appropriate.
- To prepare responses to consultations from internal departments, neighbouring authorities and other statutory bodies.
- To be responsible for projects as assigned by the Head of Strategic Planning and Housing.
- To be responsible for the monitoring of and preparation of reports relating to planning policy issues.
- To supervise and allocate work to the Planning Policy team.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Relevant Degree and/or Professional qualification in Planning or related discipline.		Application Form/ Interview
Full member of the RTPI.		Application Form/ Interview
Full UK driving licence plus access to a car for work purposes.		Application Form/ Interview
Experience		
Significant post qualification experience of planning policy including preparation of Local Plans and planning policy documents.		Application Form/ Interview
Experience of Examinations in Public and/or public inquiries/informal hearings involving complex planning policy/development issues.		Application Form/ Interview
Experience of supervising staff.		Application Form/ Interview
Experience of preparation of reports and attendance at Committee meetings.		Application Form/ Interview
Skills/Knowledge		
Extensive knowledge of best practice, current Planning legislation and planning policy guidance.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Excellent IT skills with a good working knowledge of Microsoft Office.		Application Form/ Interview
Ability to assimilate national, local and regional policy and interpret this for local implementation.		Application Form/ Interview
Ability to scope, undertake and analyse research and survey work.		Application Form/ Interview
Project Management including good organisational skills with the ability to work to timescales, set targets and prioritise work.		Application Form/ Interview
Additional		
Excellent written and verbal communication skills together with the ability to produce and present reports in a clear and professional manner to a wide range of audiences.		Application Form/ Interview
Excellent negotiation, advocacy and communication skills.		Application Form/ Interview
Good interpersonal relationship skill to collaborate with external and internal colleagues, and stakeholders.		Application Form/ Interview
Ability to work on own initiative with minimum supervision.		Application Form/ Interview