



Excellent pension scheme



Training and development



Generous annual leave entitlement



Christmas leave



Flexible working hours



Annual pay review



Employee assistance programme



Family friendly policies

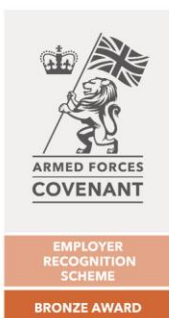


Staff discount at Ribblesdale Pool



Guaranteed interview if all essential criteria are met.

We are an equal opportunity employer and applications are welcome from all minority groups.



P/T Planning Administration Assistant (Job share)

Council Offices - Clitheroe

Reference: EDP104

Pay: Scale 3 (scp 7-8) £25,584 to £25,992 per annum pro rata

Hours: 18.5 hours per week (5 weekday mornings)

We are looking for a Part-time Planning Administration Assistant to provide technical and administrative support to the development management team. You will support the processing of planning applications, including registering new applications, updating information onto the Council's web pages and issuing consultations and decision notices. You will also help to prepare planning appeal documents and respond to planning queries and enquiries.

To join us as a Planning Administration Assistant, you will have:

- High standard of computer literacy and IT skills
- Maths and English GCSE at Grade C (new Grade 4) or above
- Experience of dealing with customers
- Experience of administrative work including inputting information into a computerised system
- Ability to work as part of a team

Experience of working within a local authority planning department or similar planning environment would be beneficial to your application

Closing date: Tuesday 27th May 2025

Interview date: Monday 9th June 2025

To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Part Time Planning Administration Assistant

REFERENCE NO: EDP104

SALARY SCALE: Scale 3 (scp 7-8) £25,584 to £25,992 per annum pro rata

HOURS OF WORK: 18.5 Hours Per Week

POST NO: D75

SERVICE AREA: Economic Development and Planning

RESPONSIBLE TO: Senior Planning Administration Officer

RESPONSIBLE FOR: -

JOB PURPOSE: To provide necessary technical and administrative support in the Planning Department.

KEY RESULT AREAS:

- Processing of planning applications including the plotting of planning applications on to the visual register and preparing an initial list of neighbour notifications, assessing the appropriate scale of consultation and identifying constraint areas plus, spatial plotting.
- To update the visual register with street renumbering and renaming as required.
- To prepare all of the necessary planning appeal documents for submission to the Planning Inspectorate in consultation with the Planning Officers.
- To give advice and information in response to general planning enquiries from customers.
- To undertake typing duties as required including decision notices when appropriate and send out delegated decisions. To provide staff cover to deal with development control administration functions including weekly planning lists, registration of applications and fees, inputting applications onto the computer and preparation of Committee files.
- To undertake the consultation process of planning applications and on health and safety consultation areas.
- To update the Ribble Valley planning website.
- 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

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Date

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Name (Print)

.....

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
GCSE level passes in Maths and English at Grade C (equivalent to the new Grade 4) or above.		Application Form/ Interview
	IT qualification (ECDL/CLAIT or equivalent).	
Knowledge/Experience		
Experience of dealing with customers face to face and on the telephone.		Application Form/ Interview
Previous experience of inputting information into a computerised system.		Application Form/ Interview
Experience of administrative work.		Application Form/ Interview
Experience of working within an office environment.		Application Form/ Interview
	Experience of working within a planning environment or a Local Authority planning department.	Application Form/ Interview
Excellent written and oral communication skills.		Application Form/ Interview
Excellent time management skills and the ability to prioritise work.		Application Form/ Interview
High standard of computer literacy and IT skills.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Self-motivated and able to work without close supervision.		Application Form/ Interview
Flexible and adaptable approach.		Application Form/ Interview
Ability to work as part of a team.		Application Form/ Interview