

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

<b>JOB TITLE:</b>	Senior Planning Officer (Policy)
<b>REFERENCE NO:</b>	EDP68
<b>SALARY SCALE:</b>	SO2 (scp 29-32) £35,411 to £38,296 per annum
<b>RESPONSIBLE TO:</b>	Head of Strategic Planning and Housing
<b>JOB PURPOSE:</b>	To assist 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 assist the Head of Strategic Planning and Housing in the preparation, adoption and review of the key Local Plan documents for Ribble Valley.
- To assist 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.
- To input data and assist in the maintenance of the Council's LDF database as required.
- To assist with and prepare planning policy documents to support the Council's LDF and provide as directed, verbal and written planning policy advice.
- To design and implement research to support the delivery of planning policy, including the preparation of consultants briefing papers and to assist in the engagement and management of consultancy support as appropriate.
- To assist in the preparation, development and implementation 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 Policy and Housing.
- To be responsible for the monitoring of and preparation of reports relating to planning policy issues.
- To assist in the supervision and the allocation of work to the Assistant Planning Officer (Policy).
- 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.

# PERSON SPECIFICATION



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ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Relevant Degree and/or Professional qualification in Planning or related discipline		Application Form/ Interview
Full member of the RTPI		Application Form/ Interview
Full driving licence plus access to a car for work purposes		Application Form/ Interview
<b>Experience</b>		
Experience of planning policy including preparation of Local Plans and planning policy documents		Application Form/ Interview
	Experience of Examinations in Public and/or appeals involving complex developments issues in a public inquiry / informal hearing setting	Application Form/ Interview
	Experience of supervising staff	Application Form/ Interview
	Experience of preparation of reports and attendance at Committee meetings	Application Form/ Interview
<b>Skills/Knowledge</b>		
Current Planning legislation and planning policy guidance		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Skills/Knowledge</b>		
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 construct, undertake and analyse research and survey work		Application Form/ Interview
	Project Management	Application Form/ Interview
<b>Personal Qualities</b>		
Excellent written and verbal communication skills together with the ability to produce & 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
Ability to work on own initiative with minimum supervision		Application Form/ Interview