

# CANDIDATE SPECIFICATION



Ribble Valley  
Borough Council

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

|                         |  |
|-------------------------|--|
| <b>JOB TITLE:</b>       | Local Plan Lead (Two Year Fixed Term Contract)                           |
| <b>REFERENCE NO:</b>    | EDP83  |
| <b>SALARY SCALE:</b>    | PO5-8 (scp 35-38) £43,421 to £46,464 per annum                           |
| <b>HOURS OF WORK:</b>   | 37 Hours Per Week  |
| <b>POST NO:</b>         | TBC  |
| <b>SERVICE AREA:</b>    | Development Policy   |
| <b>RESPONSIBLE TO:</b>  | Head of Strategic Planning and Housing                                   |
| <b>RESPONSIBLE FOR:</b> | -  |
| <b>JOB PURPOSE:</b>     | To deliver the new Local Plan; and associated planning policy documents. |

## KEY RESULT AREAS:

- To lead on the preparation and adoption of the Boroughs new Local Plan and other planning policy documents for Ribble Valley.
- To lead the analysis and consideration of representations to the Council's Local Plan and to prepare and defend evidence at Public Examination.
- 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 Local Plan consultee and planning evidence database as required.
- To respond to changes to national planning policy and guidance, including taking a lead role in adapting to any changes to the plan-making system
- To scope, design and undertake research to support the development of planning policy, including the preparation of consultants' tender briefs and managing of consultancy support.
- 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.
- 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 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.

| 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>   |           |                             |
| 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 / developments issues. |           | Application Form/ Interview |
| Experience of supervising staff.  |           | Application Form/ Interview |
| Experience of preparation of reports and attendance at Committee meetings.  |           | Application Form/ Interview |
| Experience of collaborative working and engagement with other local authorities or stakeholders on planning policy issues.                |           | Application Form/ Interview |

| ESSENTIAL   | DESIRABLE | TO BE IDENTIFIED BY            |
|---|-----------|--------------------------------|
| <b>Skills/Knowledge</b>   |           |                                |
| Extensive knowledge of best practice, current Planning legislation and planning policy guidance.  |           | Application Form/<br>Interview |
| Excellent IT skills with a good working knowledge of Microsoft Office.  |           | Application Form/<br>Interview |
| Ability to assimilate and understand complex information including national, local and regional planning policy and form recommendations interpret this for local implementation in a clear and concise manner. |           | Application Form/<br>Interview |
| Ability to scope, undertake and analyse research and survey work.   |           | Application Form/<br>Interview |
| Project management skills including good organisational skills with the ability to work to timescales, set targets and prioritise work.   |           | Application Form/<br>Interview |
| <b>Additional</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/<br>Interview |
| Excellent negotiation, advocacy and communication skills.   |           | Application Form/<br>Interview |
| Good interpersonal relationship skill to collaborate with external and internal colleagues, and stakeholders.   |           | Application Form/<br>Interview |

| ESSENTIAL   | DESIRABLE | TO BE IDENTIFIED BY            |
|---|-----------|--------------------------------|
| <b>Additional</b>   |           |                                |
| Ability to work on own initiative with minimum supervision. |           | Application Form/<br>Interview |
| Excellent decision making and problem solving skills.       |           | Application Form/<br>Interview |