

CANDIDATE SPECIFICATION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Planning Officer (Development Management)
REFERENCE NO:	EDP88
SALARY SCALE:	Scale 6 (scp 21-24) £30,825 to £33,024 per annum
HOURS OF WORK:	37 Hours Per Week
POST NO:	-
SERVICE AREA:	Planning Services
RESPONSIBLE TO:	Principal Planning Officer
RESPONSIBLE FOR:	-
JOB PURPOSE:	To contribute to the planning functions of the Council.

KEY RESULT AREAS:

- To provide as directed, verbal and written planning policy advice.
- Process minor planning applications, including associated applications for listed building consent and other forms of applications concisely, accurately and in a timely manner.
- To advise the application/agent on the acceptability of development proposals at both pre-application and application stage. To negotiate on the content, detail and justification of proposals before or after applications are submitted to obtain a high-quality outcome.
- Deal with pre-application informal queries from members of the public, agents and applicants and prepare written responses as appropriate.
- To ensure that all the necessary consultations and notifications are carried out on all submitted applications including drawing together responses.
- To carry out site visits and to write reports for Committees or for officer delegation, including recommended courses of action.
- To carry out necessary planning appeal work including preparing written statements of case and assisting at Hearings or Inquiries.
- 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
Qualifications		
Planning related degree or equivalent.		Application Form
Full UK driving licence and access to a vehicle.		Application Form/ Interview
Eligible/working towards membership of RTPI.		Application Form/ Interview
Experience		
Experience with working within a local authority Planning Department.		Application Form/ Interview
Understanding of development management policies and planning policy interpretation.		Application Form/ Interview
Previous experience of processing planning applications.		Application Form/ Interview
Experience with dealing with customers face to face and on the telephone.		Application Form/ Interview
	Experience of Examinations in Public.	Application Form/ Interview
Skills/Knowledge		
Excellent written and oral communication skills.		Application Form/ Interview
Excellent time management skills and the ability to prioritise work.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Computer literacy.		Application Form/ Interview
Report writing experience.		Application Form/ Interview
	Knowledge of all aspects of preserving and enhancing historic buildings, conservation areas, historic parks and gardens.	Application Form/ Interview
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