

# CANDIDATE SPECIFICATION



Ribble Valley  
Borough Council

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

<b>JOB TITLE:</b>	Senior Planning Officer
<b>REFERENCE NO:</b>	EDP88
<b>SALARY SCALE:</b>	*SO1 (scp 26-29) £32,909 to £35,411 per annum *SO2 (scp 29-32) £35,411 to £38,296 per annum
<b>HOURS OF WORK:</b>	37 Hours Per Week
<b>POST NO:</b>	D124
<b>SERVICE AREA:</b>	Planning Services
<b>RESPONSIBLE TO:</b>	Head of Development Management and Building Control
<b>RESPONSIBLE FOR:</b>	-
<b>JOB PURPOSE:</b>	To contribute to the provision of the development management functions of the Council.

## KEY RESULT AREAS:

- Process planning applications, applications for listed building consent and other forms of applications concisely, accurately and in a timely manner.
- To advise the applicant/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.
- Deal with the Section 106 Agreements where required.
- Prepare and present evidence on appeals.
- To assist in the preparation of statutory and non-statutory planning documents.
- Mentor the Assistant Planning Officer(s).

- To prepare reports and to attend Committee meetings and other meetings as requested.
- To advise on land use enquiries.
- Monitor development proposals and compliance with planning conditions and to ensure development is in accordance with approved plans.
- 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.

\*This is a career graded post and salary level is dependent on level of qualification.

For appointment to SO1 you will have: successfully completed a Royal Town Planning Institute (RTPI) accredited Planning degree OR hold a Degree in a Planning related discipline and have proven experience of a reasonable breadth and depth in Development Management. You will be working towards full membership of the RTPI.

For appointment/ progression to SO2 you will have: Full/ eligible for full membership of the Royal Town Planning Institute and proven work experience of a significant breadth and depth in Development Management.

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Planning related degree or equivalent.		Application Form/ Interview
Full UK driving licence and access to a vehicle.		Application Form/ Interview
Working towards/ Eligible/ Full member of the RTPI.		Application Form/ Interview
<b>Experience</b>		
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 providing effective advice and guidance on legislation and policy on building conservation matters.	Application Form/ Interview
<b>Skills/Knowledge</b>		
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
<b>Skills/Knowledge</b>		
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
<b>Additional</b>		
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