

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Local Plan Lead (Two Year Fixed Term Contract)
REFERENCE NO:	EDP97
SALARY SCALE:	PO5-8 (scp 35-38) £44,711 to £47,754 per annum
HOURS OF WORK:	37 Hours Per Week
POST NO:	TBC
SERVICE AREA:	Development Policy
RESPONSIBLE TO:	Head of Strategic Planning and Housing
RESPONSIBLE FOR:	-
JOB PURPOSE:	To deliver the new Local Plan; and associated planning policy documents.

KEY RESULT AREAS:

- To lead on the preparation and adoption of the Borough's 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.
- To prepare and defend evidence at Local Plan 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 attend, update and advise Members of the Local Development Plan Working Group of progress on the Local Plan.
- To work with the Head of Strategic Planning and Housing to respond to changes to national planning policy and guidance, including 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 Local Plan 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 Local Plan 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.

Signed **Date**

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Relevant Degree and/or Professional qualification in Planning or related discipline.		Application Form/ Interview
Full member of the RTPI.		Application Form/ Interview
Full UK driving licence plus access to a car for work purposes.		Application Form/ Interview
Experience		
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 / development 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
Skills/Knowledge		
Extensive knowledge of best practice, current Planning legislation and planning policy guidance.		Application Form/ Interview
Excellent IT skills with a good working knowledge of Microsoft Office.		Application Form/ 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/ Interview
Ability to scope, undertake and analyse research and survey work.		Application Form/ Interview
Project management skills including good organisational skills with the ability to work to timescales, set targets and prioritise work.		Application Form/ Interview
Additional		
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
Good interpersonal relationship skill to collaborate with external and internal colleagues, and stakeholders.		Application Form/ Interview

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