

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Planning Policy Assistant

REFERENCE NO: EDP99

SALARY SCALE: Scale 3 (scp 7-8) £25,584 to £25,992 per annum

HOURS OF WORK: 37 hours per week

POST NO: D69

SERVICE AREA: Development Policy

RESPONSIBLE TO: Head of Strategic Planning and Housing

RESPONSIBLE FOR: -

JOB PURPOSE: To undertake monitoring for key planning and related data; preparation of relevant reports including housing land availability studies and the authority monitoring report and to provide to the policy team, technical and administrative support including providing information for inputting to land charge searches.

KEY RESULT AREAS:

- To provide and maintain the information base relating to housing, population and business and to prepare and analyse statistical reports, as appropriate to support the section's work.
- To collect key local plan indicators and prepare monitoring reports as appropriate.
- To assist the section in the preparation of a wide range of planning and related policy documents including carrying out site visits as appropriate.
- To assist the Development Management section with data requests to assist the determination of planning applications and planning appeals.
- To provide information in response to government data requests in relation to housing supply using web based systems.
- To carry out the planning functions associated with land charge searches and to respond with detailed land use information to enquiries arising from these searches.

- To carry out surveys and formulate statistical and informative reports following such surveys.
- To maintain the self-build register including processing applications and providing information to the public.
- To respond to information enquiries and data requests from the public, Councillors, Council departments and related organisations.
- 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		
GCSEs at Grade 4 or above in Maths and English.		Application Form/ Interview
Experience		
Experience of monitoring and report preparation.		Application Form/ Interview
Experience of carrying out research.		Application Form/ Interview
Experience in dealing with a wide range of people from differing backgrounds in a style that is appropriate to them.		Application Form/ Interview
Experience of team working but also ability to demonstrate working on own initiative under minimal supervision.		Application Form/ Interview
	Experience in a planning or policy related role.	Application Form/ Interview
	Experience of organising large/small scale events/displays/public meetings.	Application Form/ Interview
Skills/Knowledge		
High standards of literacy and numeracy.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Ability to organise, analyse and present all forms of information, including writing reports.		Application Form/ Interview
Effective oral and written communication skills.		Application Form/ Interview
Ability to prioritise work, manage time effectively and work under pressure.		Application Form/ Interview
Ability to use MS Office.		Application Form/ Interview
Knowledge of research techniques and presentation of results/reports.		Application Form/ Interview
	Understanding of planning and development issues in a rural area.	Application Form/ Interview
	Knowledge of local authority organisations.	Application Form/ Interview
	Ability to work across and through all tiers of a Local Authority and partner organisations.	Application Form/ Interview
	Ability to plan projects effectively from start to finish.	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Full UK driving licence and access to a car for work purposes.		Application Form/ Interview
Committed to principles of equality of opportunity.		Application Form/ Interview
	Ability to work outside normal working hours, including evenings and weekends.	Application Form/ Interview