

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Part Time Assistant Planning Officer (HARP) (Temporary contract, for 2 years initially)
REFERENCE:	EDP107
SALARY SCALE:	Scale 4 (scp 10-13) £27,694 to £29,064 per annum pro rata Scale 5 (scp 16-19) £30,518 to £32,061 per annum pro rata Scale 6 (scp 21-24) £33,143 to £35,412 per annum pro rata (see *below)
HOURS OF WORK:	18.5 Hours Per Week
POST NO:	TBC
SERVICE AREA:	Development Management and Built Conservation
RESPONSIBLE TO:	Principal Planning Officer
RESPONSIBLE FOR:	-
JOB PURPOSE:	To contribute to the provision of a planning development management service by the Council, specifically in relation to the delivery of the Haweswater Aqueduct Resilience Programme.

KEY RESULT AREAS:

- To assist with the day to day management of the Haweswater Aqueduct Resilience Programme including dealing with the associated discharge of condition applications.
- To act as the first point of contact for the Haweswater Aqueduct Resilience Programme on behalf of the Local Planning Authority.
- To advise applicants and agents on the acceptability of development proposals and the need for planning consents.
- To negotiate on the content, detail and justification of proposals before or after applications are submitted.
- To ensure that all the necessary consultations and notifications are carried out on all submitted applications including drawing together responses and where necessary negotiating further with the applicant or agent.
- To carry out site visits and to write reports for committees or for delegated decisions.
- To be responsible for ensuring the data quality of all information related to the duties of the post.

- To carry out necessary planning appeal work including preparing cases for written representation and informal hearings as well as assistance at Public Inquiries when required.
- To undertake work in relation to the monitoring of S106 Agreements.
- 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.

* Salary level dependent on level of qualification. As a rule, relevant A levels or similar will be Scale 4, relevant degree will be Scale 5 and eligibility for professional membership such as RTPI is Scale 6.

Signed

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Date

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Name (Print)

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Full UK driving licence and access to a car for work purposes.		Application Form
Good standard of numeracy/literacy.		Application Form
Planning degree or equivalent. (The salary level will be dependent on level of qualification. As a rule, relevant A levels or similar will be Scale 4, relevant degree will be Scale 5 and eligibility for professional membership such as RTPI will be Scale 6.)		Application Form
Experience		
	Experience of working within a planning environment.	Application Form/Interview
	Previous experience of processing planning applications.	Application Form/Interview
	Experience of dealing with appeals and inquiries.	Application Form/Interview
	Experience of dealing with customers face to face and on the telephone.	Application Form/Interview
Skills/Knowledge		
Excellent written and oral communication skills.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Excellent time management skills and the ability to prioritise work.		Application Form/Interview
Computer literacy.		Application Form/Interview
Report writing experience.		Application Form/Interview
Additional		
Self-motivated and able to work without close supervision.		Interview
Flexible and adaptable approach.		Interview
Ability to work as part of a team.		Interview