

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Planning Policy Lead
REFERENCE:	EDP108
SALARY SCALE:	PO5-8 (scp 35-38) £46,142 to £49,282 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:	Planning Officer, Assistant Planning Officer, Temporary Assistant Planning Officer and Clerical Administration Support
JOB PURPOSE:	To lead in the preparation, monitoring and review of the Council's Development Plan (Local Plan and related documents); and other planning policy documents.
KEY RESULT AREAS:	

- To lead on the preparation, examination, adoption, monitoring and review of the council's Development Plan (Local Plan and related documents) and other planning policy documents meeting all relevant statutory requirements.
- 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 co-ordinate the Council's support in Neighbourhood Planning work in the Borough.
- 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 planning policy initiatives of neighbouring authorities, central government and other bodies on behalf of the Council including changes to national planning policy and guidance and 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 other events throughout the borough as required.
- To represent the Council on Local Plan matters at Committee, Public Inquiries, Hearings and other meetings as appropriate including external bodies and working groups.
- To be responsible for projects as assigned by the Head of Strategic Planning and Housing.
- To be responsible for managing planning policy and strategic planning advice and input to Development Management.
- To be responsible for the monitoring of and preparation of reports relating to Local Plan issues.
- To supervise staff for whom the post is responsible including allocating work and providing advice, guidance, training and supervision.
- 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 or 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

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Good interpersonal relationship skill to collaborate with external and internal colleagues, and stakeholders		Application Form/ Interview
Ability to work on own initiative with minimum supervision		Application Form/ Interview
Excellent decision making and problem solving skills		Application Form/ Interview