

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

- JOB TITLE:** Part Time Assistant Planning Officer
(Temporary contract, for 2 years initially)
- REFERENCE:** EDP117
- 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:** D129
- 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.

KEY RESULT AREAS:

- 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 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 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.

* 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.

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
<p>Planning degree or equivalent.</p> <p>(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.)</p>		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.		Application Form/Interview
Flexible and adaptable approach.		Application Form/Interview
Ability to work as part of a team.		Application Form/Interview