Job Description

Ribble Valley Borough Council
www.ribblevalley.gov.uk

Directorate	Economic Development and Planning
Service area	Development Policy

Post details	
Job title	Planning Policy Lead
Post Number	D130
Vacancy Reference	EDP132
Scale	PO5-8 (scp 35-38) £47,665 to £50,908 per annum
Contract	Permanent
Location of work	Council Offices
Directly responsible to	Head of Strategic Planning and Housing
Directly responsible for	Planning Officer, Assistant Planning Officer, Temporary Assistant Planning Officer and Clerical Administration Support
Hours	37 hour per week
JE Reference	GLPC

Primary purpose and scope of the job

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 Tasks and Responsibilities

- 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.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Nicola Hopkins
Role	Director of Economic Development and Planning
Date Revised	08/10/26

Person Specification

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Note To Applicants

The points that are marked ‘E’ are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked ‘D’ are the desirable requirements that enhance a person's capacity to do the job.

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Criteria

Experience		
Significant post qualification experience of planning policy including preparation of Local Plans and planning policy documents	A/I	E
Experience of Examinations in Public and/or public inquiries or informal hearings involving complex planning policy/development issues	A/I	E
Experience of supervising staff	A/I	E
Experience of preparation of reports and attendance at Committee meetings	A/I	E
Experience of collaborative working and engagement with other local authorities or stakeholders on planning policy issues	A/I	E

Skills and Abilities		
Extensive knowledge of best practice, current Planning legislation and planning policy guidance	A/I	E
Excellent IT skills with a good working knowledge of Microsoft Office	A/I	E

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	A/I	E
Ability to scope, undertake and analyse research and survey work	A/I	E
Project management skills including good organisational skills with the ability to work to timescales, set targets and prioritise work	A/I	E

Education, Qualifications and Knowledge		
Relevant Degree and/or Professional qualification in Planning or related discipline	C	E
Full member of the RTPI[1]	C	E
Full UK driving licence plus access to a car for work purposes	A/I	E

Other requirements		
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	A/I	E
Excellent negotiation, advocacy and communication skills	A/I	E
Good interpersonal relationship skill to collaborate with external and internal colleagues, and stakeholders	A/I	E
Ability to work on own initiative with minimum supervision	A/I	E
Excellent decision making and problem solving skills	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

[1] Applicants with significant post qualification experience of planning policy although not currently a Chartered Member of the RTPI are eligible to apply and would be required to apply for RTPI Membership if appointed

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