

**RIBBLE VALLEY BOROUGH COUNCIL  
ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT**

**JOB DESCRIPTION**

- 1. JOB TITLE:** Assistant Planning Officer
- 2. REFERENCE NO:** EDP13
- 3. SALARY SCALE:** \*4/5/6 (scp 7-22) £19,554 to £26,317 per annum
- 4. RESPONSIBLE TO:** Head Of Regeneration And Housing
- 5. JOB PURPOSE:** To contribute to the provision of the Forward Planning and Policy service of the Council.
  
- 6. MAIN DUTIES:**
  - 6.1** To support the Head of Regeneration and Housing in preparing, monitoring and implementing the Local Plan for the Ribble Valley.
  - 6.2** To prepare and implement local planning policy documentation and supplementary guidance as required to reflect national and local priorities.
  - 6.3** To carry out survey and research work as required.
  - 6.4** To contribute to the overall development of corporate policy within the Council, especially in relation to land use, environmental matters and all issues of sustainability.
  - 6.5** To respond to land use enquiries.
  - 6.6** To assist the development management function of the Council with respect to planning policy interpretation.
  - 6.7** To attend meetings as the Council's representative of the Clitheroe Community Rail Partnership Management Group and keep under review relevant public transport issues.
- 7.** To be responsible for ensuring the data quality of all information related to the duties of the post.
- 8.** To adhere to the Council's policies including equal opportunities and health and safety.
- 9.** Such other duties of a similar responsibility level as may be allocated to the post from time to time.

- \* Career graded post – Salary level is dependent on level of qualification, generally with relevant experience, A levels or equivalent Scale 4, relevant degree Scale 5 and eligibility for professional membership such as RTPI Scale 6.

**NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.**

Signed (Post Holder): \_\_\_\_\_ Dated: \_\_\_\_\_

Signed (Head of Service): \_\_\_\_\_ Dated: \_\_\_\_\_