

**Ribble Valley Borough Council
Economic Development And Planning Department**

JOB DESCRIPTION

1. **JOB TITLE:** Temporary Senior Planning Officer (Policy)
12 Month Fixed Term Contract
2. **REFERENCE NO:** EDP23
3. **SALARY SCALE:** SO2 (scp 26-28) £30,451 to £32,234 per annum
4. **RESPONSIBLE TO:** Head of Regeneration and Housing
5. **JOB PURPOSE:** To assist in the delivery of the Local Development Framework (LDF), including supporting the preparation and adoption of the new Local Plan; and associated Planning Policy documents.
6. **MAIN DUTIES:**
 - 6.1 To assist the Head of Regeneration and Housing in the preparation, adoption and review of the key Local Plan documents for Ribble Valley.
 - 6.2 To assist in the analysis and consideration of representations to the Council's Local Plan and to prepare and defend evidence at Public Examination as required.
 - 6.3 To receive and respond as appropriate to written, telephone and face to face enquiries regarding the Local Plan.
 - 6.4 To input data and assist in the maintenance of the Council's LDF database as required.
 - 6.5 To assist with and prepare planning policy documents to support the Council's LDF and provide as directed, verbal and written planning policy advice.
 - 6.6 To design and implement research to support the delivery of planning policy, including the preparation of consultants briefing papers and to assist in the engagement and management of consultancy support as appropriate.
 - 6.7 To assist in the preparation, development and implementation of public consultation exercises and represent the Council at public meetings and exhibitions throughout the borough as required.
 - 6.8 To represent the Council on planning policy matters at Committee, Public Inquiries, Hearings and other meetings as appropriate.
 - 6.9 To prepare responses to consultations from internal departments, neighbouring authorities and other statutory bodies.

- 6.10 To be responsible for projects as assigned by the Head of Regeneration and Housing including the development of the Infrastructure Delivery Plan and Community Infrastructure Levy.
- 6.11 To be responsible for the monitoring of and preparation of reports relating to planning policy issues.
- 6.12 To assist in the supervision and the allocation of work to the Assistant Planning Officer (Policy).
- 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.

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: _____