

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

**JOB DESCRIPTION**

- 1. JOB TITLE:** Assistant Planning Officer (Temporary for 2 years)
- 2. REFERENCE NO:** EDP19
- 3. SALARY SCALE:** Scale 4 (scp 7-11) £20,092 to £21,748 per annum  
Scale 5 (scp 12-17) £22,183 to £24,491 per annum  
Scale 6 (scp 18-22) £24,982 to £27,041 per annum  
(See \* below)
- 4. RESPONSIBLE TO:** Principal Planning Officer
- 5. JOB PURPOSE:** To contribute to the provision of a planning development management service by the Council.
- 6. MAIN DUTIES:**
  - 6.1** To advise applicants and agents on the acceptability of development proposals and the need for planning consents.
  - 6.2** To negotiate on the content, detail and justification of proposals before or after applications are submitted.
  - 6.3** 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.
  - 6.4** To carry out site visits and to write reports for committees or for delegated decisions.
  - 6.5** 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.
  - 6.6** To undertake work in relation to the monitoring of S106 Agreements.
- 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.

\* Salary level dependent on level of qualification. As a rule relevant A levels or similar will be 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: \_\_\_\_\_