

# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Economy Directorate
<b>SECTION:</b>	Planning – Development Management
<b>LOCATION:</b>	Number One Riverside, Smith Street, Rochdale, OL16 1XU
<b>JOB TITLE:</b>	Assistant Planning Officer
<b>POST NUMBER:</b>	
<b>Grade:</b>	Grade 5
<b>Accountable to:</b>	Development Manager Assistant Development Manager
<b>Accountable for:</b>	None
<b>Hours of Duty:</b>	37 hours per week or, if subject to a job-share as agreed in writing between the post holder and management in accordance with the Authority's Scheme of Flexible Working and with service requirements including some out of-hours working.
<b>Any Special Conditions of Service:</b>	<p>Attendance at evening meetings which will be compensated in accordance with local conditions of service. Other occasional out of hours and weekend working as required.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p>Casual Car User Allowance Payable.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **ORGANISATIONAL CHART**

See attached chart.

## **PURPOSE AND OBJECTIVES OF THE JOB**

To contribute to the delivery of a high quality and customer focussed Planning service through the efficient, effective and professional processing of a caseload of preliminary enquiries, development applications and appeals, monitoring and compliance of schemes under construction and to support the implementation of physical regeneration projects.

To give effect to the Council's planning policies and corporate strategies through the development management process.

To support the development and implementation of Masterplans, development briefs, Supplementary Planning Documents and physical development projects through site appraisal and research.

## **Control of Resources**

Personnel: None.

Financial: None.

Equipment/Materials: Responsible for the efficient and effective use of equipment and materials used by the post holder.

## **Health/Safety/Welfare**

Responsible for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

- |                  |   |
|------------------|---|
| <b>Internal:</b> | <ul style="list-style-type: none"><li>• Staff within the Planning Service and the wider Economy Directorate;</li><li>• Relevant Officers in other Council Services and partner organisations;</li><li>• Members of the Council;</li><li>• Planning &amp; Licensing Committee and other Committees or Working Parties of the Council.</li></ul>  |
| <b>External:</b> | <ul style="list-style-type: none"><li>• Members of the public/representatives of community groups and voluntary organisations and the business community;</li><li>• Officers of other local authorities, GMCA and other public service bodies;</li><li>• Consultees;</li><li>• Private, professional and technical personnel (including builders and developers);</li><li>• Representatives of Government Departments;</li><li>• Members of Parliament.</li></ul> |

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with legislation, the Council's policies and procedures including Code of Conduct for Members and Officers, Service Codes of Practice, approved Delegation Scheme and any other policies adopted by the Service.

- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

## **Principal Duties**

1. To assist in the delivery of a professional, efficient and cost effective Planning service that meets legal and policy requirements, performs above national and corporate performance targets and standards and is transparent and accessible to customers.
2. To professionally process a caseload of preliminary enquiries, planning applications and appeals in an efficient and effective manner, including carrying out site visits and meetings, ensuring that statutory requirements are fully complied with and national and local performance targets are met.
3. To advise applicants and the public on progress and recommendations relating to development proposals, including the preparation of legally sound and robust reports and recommendations for applications to be determined under delegated powers, or by Planning & Licensing Committee, as appropriate.
4. To apply the Council's policies broadly, positively and proactively through negotiations on development proposals with applicants, developers and local communities to deliver high quality development.
5. To advise members of the public, developers, other professional groups, organisations and individuals, Council services and elected Members on development management issues and procedures offering advice and guidance, including the initiation of correspondence, on such matters in accordance with Service and Council Policies and objectives.
6. To display professional competency, maintaining an up to date knowledge of legislation, planning policies and guidance and apply this to ensure legally sound, quality and robust recommendations in accordance with legislation, the development management framework and the Council's Delegation Scheme.
7. To ensure the Council's Code of Conduct for Members and Officers dealing with planning matters is fully complied with.
8. To present the Council's case at planning and/or enforcement appeals to be dealt with by means of written representations.
9. To monitor and report on the progress of development schemes to ensure that they are being constructed in accordance with relevant consents.
10. To support and advise enforcement staff on the need for, and appropriate use of, enforcement powers relating to complaints received by the Service.
11. To effectively utilise information technology across the Planning Service and identify and contribute to the implementation of business improvements.

- ## Secondary Duties

- |                             |                     |      |                    |
|-----------------------------|---------------------|------|--------------------|
| Job Description prepared by | <u>Daniela Ripa</u> | Date | <u>August 2019</u> |
| Agreed by Postholder        | <u></u>             | Date | <u></u>            |
| Supervisor/Line Manager     | <u></u>             | Date | <u></u>            |
| Assistant Director          | <u></u>             | Date | <u></u>            |

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Economy and Environment</b>	<b>Post:</b>	<b>Assistant Planning Officer</b>
<b>Section :</b>	<b>Planning</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>5</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 You are able to work flexibly to ensure deadlines are met.	E	AF & I
2 You are willing to undertake a certain amount of travelling in the course of your duties.	E	AF & I
<b>(b) Qualifications and Experience</b>		
You have, or are working towards, a recognised qualification in Town Planning, affording full exemption from the Final Examination of the Royal Town Planning Institute.	E	AF & I
1 You possess strong verbal and letter/report writing skills, and are able to make sound judgements and justify these in a reasoned manner.	E	AF
2 Experience of keeping accurate records and organising workloads, case files and correspondence to meet deadlines and competing priorities.	E	AF & I
3 Experience of working to meet targets or deadlines, including as part of a team.	E	AF & I
4 Experience of reading and interpreting maps, plans or architectural drawings.	E	AF/ I & A
5 Experience of using information technology in a planning or related environment, including the use of GIS, database/case management systems and Microsoft Office.	E	AF & I
<b>(c) Skills and Knowledge</b>		
1 Capable of working under your own initiative whilst seeking advice where appropriate.	E	AF & I
2 Able to research and analyse complex, technical, historical and statistical information and use this information to prepare recommendations and reports.	E	AF & I & A
3 Able to manage your time and work under pressure to meet performance and work deadlines.	E	AF & I
4 Excellent communication, numeracy and literacy skills, and the ability to use these skills to form sound judgements and justify decisions in a reasoned manner.	E	AF, I & A

<b>(d) Behaviours and Values</b>		
1	Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul>	AF & I
2	Willingness to learn and develop new skills.	AF & I