

Job Description

Senior Planning Officer (Forward Planning)

Reports to:	Planning Manager
Responsible for:	None
Total staff managed:	None
Working environment:	Office and Borough based

Purpose of role

To work with other team members to deal with all aspects of the Forward Planning process, ensuring that the Council meets its statutory requirements and corporate priorities.

Key results areas

To support the Council to achieve its Corporate Strategy vision that by 2021, Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

Corporate responsibilities

- To contribute to the preparation of Rossendale's Local Plan and other associated documents, including the Authority Monitoring Report.
- To represent the Council at Duty to Co-operate discussions & wider partnership groups.
- To work with statutory agencies and other bodies to ensure that the wider infrastructure needs of the Borough are properly understood and addressed.
- To participate in Council working groups/panels, etc and co-operate fully to ensure that the Council's corporate and departmental objectives are achieved.
- To represent the Council at meetings, consultation events, public inquiries, hearings and examinations in respect of matters associated with the formulation of planning policy and development proposals.
- To attend Council committees, the Local Plan Steering Group and public meetings, as appropriate.
- To collect and calculate performance information as required corporately and following the standards in the Council's Performance management and Data Quality Strategy.

Operational responsibilities

- To develop and maintain a thorough understanding of the legislative and guidance procedures relating to the formulation of all planning policy documents.
- To contribute to joint working within the sub-region on planning policy matters
- To prepare consultation responses to other departments, Councils and organisations as appropriate.
- To undertake and, where appropriate, supervise the preparation of key documents that contribute to the evidence base.
- To supervise the work of other officers within the Forward Planning team.
- To support the development of junior colleagues within the team.
- To maintain an understanding of the use and application of Geographic Information Systems (GIS) for use in the formulation and presentation of documentation.
- To contribute to the development of the Planning Unit website and ensure that it contains relevant planning policy and that the service uses e-planning where appropriate to consult.
- To commission and supervise external consultants for specific pieces of work.
- To undertake other duties associated with the formulation, application and monitoring of all planning policies and proposals.
- To engage with Neighbourhood Forums on the preparation of Neighbourhood Plans.
- To respond to correspondence and enquiries from elected members, members of the public and other service customers.
- To prepare concise and coherent reports and other documents related to the work of the Forward Planning section and development of the Local Plan related documents.
- To assess own performance against service/business plans and targets.
- Although primarily concerned with the delivery of planning policy work the postholder will be expected to respond to Planning Duty Officer queries and may be required to manage planning applications.
- To undertake such other tasks and duties of an equivalent nature as may be determined by the Planning Manager following consultation with the postholder.
- To maintain confidentiality and observe the Data Protection Act 2018 and the provisions of the General Data Protection Regulation at all times.

These may change subject to consultation with the postholder.

General Statement

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

Health and Safety at Work

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities and Accessibility

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Absence

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

Performance Management

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

Staff Development

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

NOTE: This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.