

## ROCHDALE BOROUGH COUNCIL

### JOB DESCRIPTION

**SERVICE** : **ECONOMY DIRECTORATE**

**SECTION** : **PLANNING AND DEVELOPMENT**

**LOCATION** : **NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE, OL16 1XU**

**JOB TITLE** : **SENIOR PLANNING OFFICER (DEVELOPMENT MANAGEMENT)**

**POST NUMBER** :

**Grade** : **GRADE 8 + Market Factor Supplement**

**Accountable to** : **DEVELOPMENT MANAGER  
ASSISTANT DEVELOPMENT MANAGER**

**Accountable for** : **None**

**Hours of Duty** : **37 hours per week**

**Any Special Conditions of Service** : **The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council**

Casual Car User Allowance Payable

**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



## PURPOSE AND OBJECTIVES OF THE JOB

- To deliver a high quality development management service through the efficient and effective determination of development projects and corporate initiatives through the planning system to meet performance standards, targets and corporate objectives.
- To lead, advise and support negotiations with developers and communities to ensure high quality development is delivered and planning gain maximised to secure the regeneration of the Borough.
- To support the effective integration of planning applications, appeals and enforcement work for which you are responsible including the supervision of staff as may be required of the post holder.

## Control of Resources

**Personnel:** The post holder will be responsible for the training and supervision of other technical and professional staff as may from time to time be allocated to the post holder.

**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 their own training and development requirements in accordance with the Council's Performance Management Framework.

## Relationships (Internal and External)

### Internal

- Other staff within Planning and Development Service and wider Economy Directorate
- Relevant Officers in other Council services and partner organisations
- Township Planning Panels, Planning and Licensing Committee and other Committees or Working Parties of the Council
- Elected Members of the Council
- Local Strategic Partnerships

### External

- Members of the public/representatives of community groups and voluntary organisations and the business community
- Rochdale Developers Forum
- Officers of other local authorities, AGMA, Council partners, regional agencies and public service bodies.
- Private, professional and technical personnel (including builders and developers)
- Representatives of Government Departments
- Historic England
- The Heritage Lottery Fund
- THI Project Office and Board
- Members of Parliament

## Responsibilities

The post holder must –

- (i) Perform their duties in accordance with legislation, the Council's policies and procedures including Code of Conduct for Members and Officers, Codes of Practice, approved Delegation Scheme and any other policies adopted by the Service.
- (ii) Perform their duties in accordance with Rochdale MBC's Equality and Diversity Policy.
- (iii) Ensure that Rochdale MBC's commitment to public service orientation, equality and diversity and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out:

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

1. To assist the Development Manager in the development and maintenance of effective links with other Council services, partner organisations and external stakeholders to secure the regeneration of the Borough, and in communicating the value added by the Planning Service.
2. To apply policy broadly, innovatively and creatively taking the lead role in negotiations on major and complex planning applications, master planning, regeneration projects and other initiatives, including the preparation of legal agreements with applicants and developers, local communities, other Council services, partner organisations and external agencies.
3. To thoroughly and accurately process a caseload of planning applications, in particular the larger, more complex projects, including:
  - a) Ensuring proper validation of planning applications
  - b) Undertaking site inspections, maintaining full and accurate records
  - c) Undertaking the necessary statutory and any other consultations
  - d) Ensuring that the relevant statutory or discretionary publicity is given to particular applications
  - e) Undertaking any necessary research work required in connection with a particular application
  - f) Negotiating improvements to submitted development proposals
  - g) Assessing proposals against local and national policies, including the Development Plan and any other material considerations
  - h) The preparation of accurate, thorough and legally robust reports and recommendations for the determination of applications by Committee or under delegated powers
  - i) The positive negotiation and formulation of planning obligations
  - j) Presentation of reports to Township Planning Panel, Planning and Licensing Committee, other Council Committees, partnerships, working groups and public meetings as appropriate
4. To advise the public, developers, other professional groups, organisations and individuals and other Council Services, Members of the Council and Members of Parliament 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.
5. To advise and negotiate with developers and, through liaison with other Services, partners and local communities, identify and secure planning obligations and/or infrastructure in accordance with Council policies, corporate programmes and objectives.
6. To display a high level of professional competency, maintaining a thorough and up to date knowledge of legislation and guidance and apply this to ensure legally sound, quality and enforceable recommendations and decisions in accordance with legislation, the development management framework and Delegation Scheme.

7. To provide effective, integrated and timely advice to enforcement staff on the need for, and appropriate use of, enforcement powers relating to complaints received by the Service, checking files and cases to authorise the taking of enforcement action where expedient.
8. To ensure accuracy and compliance with service quality management procedures, checking reports, recommendations and decision notices for planning applications to be determined under delegated powers, or by Township Planning Sub Committee and/or the Planning and Licensing Committee.
9. To comply with the Council's Code of Conduct for Members and Officers dealing with planning matters.
10. To prepare appeal statements, proofs of evidence and appear as expert witness at Appeals attending as necessary public inquiries, hearings or similar proceedings.
11. To develop positive and proactive approaches to the coordination of development and investment opportunities, and through collaboration with other Services, Council partners and the private sector, ensure up to date information on development sites and opportunities is available.
12. Monitor development activity within the Borough taking action and/or making recommendations as appropriate to facilitate the delivery of stalled developments with planning permission to meet spatial planning objectives and corporate priorities.
13. Assist in the preparation, and review the effectiveness of, development management policies ensuring development is being delivered across the Borough to meet wider community priorities and objectives.
14. Maintain a thorough and up to date knowledge of legislation, national planning policy and guidance, including the Community Infrastructure Levy, and government consultations relating to development management, making recommendations for service improvement and development, and taking action where appropriate.
15. Identify and implement business improvements to all stages of the development management process to improve customer outcomes and maximise efficiency.

### **Secondary Duties**

1. To provide relief cover for other team members to ensure continuity of service, including deputising for the Development Manager as may be appropriate.
2. To participate in in-service training (both as a trainer and a trainee) to ensure staff within the service and/or elected Members, colleagues from other Services are properly trained
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Development Manager in consultation with the post holder and, if they wish, their trade union representative.
4. To ensure that any quality management systems or procedures in operation within the Service are effectively implemented, managed, operated and reviewed in accordance with the service requirements.

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Economy Directorate</b>	<b>Post:</b>	<b>Senior Planning Officer</b>
<b>Section :</b>	<b>Planning and Development Service</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>8</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.

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

<b>Criteria</b>		<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>Qualification and Experience</b>			
1	Please provide details of your recognised qualification in Town Planning or equivalent, affording full exemption from the Final Examination of the RTPI.	<b>E</b>	<b>AF Evidence of qualification</b>
2	Please provide details of your relevant work experience within a local authority Development Management service or equivalent private sector experience.	<b>E</b>	<b>AF/ I / A</b>
3	What is your experience of processing major planning applications and development projects, including the negotiation of complex planning agreements, to secure high quality development and maximise planning gain?	<b>E</b>	<b>AF / I / A</b>
4	Please provide details of your experience of dealing with major planning applications, including the creative application of planning policy to support development, the negotiation of planning obligations and corporate working.	<b>E</b>	<b>AF / I / A</b>
5	Please provide details of your experience of working with elected Members and of the political dimension to planning.	<b>E</b>	<b>AF / I / A</b>
6	Please provide details of your experience of preparing and presenting a planning case in public, with reference as applicable to Planning Committee, appeal hearings, public inquiries and / or Court proceedings.	<b>E</b>	<b>AF/ I</b>
7	Please provide details of your experience of supervising / reviewing the work of others and providing advice to other members of staff.	<b>E</b>	<b>AF/ I</b>
<b>(b) Skills and Knowledge</b>			
8	Please provide details of your knowledge of current planning legislation, policy, guidance and best practice including enforcement and heritage.	<b>E</b>	<b>AF/ I / A</b>
9	Please provide details of your ability to effectively communicate complex information both in writing and verbally.	<b>E</b>	<b>AF/ I / A</b>
10	Please provide examples of your ability to develop positive working relationships with your colleagues, developers and the general public.	<b>E</b>	<b>AF / I</b>

11	Please provide details of your ability to effectively organise your own workload to meet targets and deadlines, including the use of IT.	<b>E</b>	<b>AF / I</b>
12	Willingness to learn and develop new skills.	<b>E</b>	<b>AF/I</b>
<b>(c) Values and Behaviours</b>			
13	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours</p>	<b>E</b>	<b>AF / I</b>