

## **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>	: PLANNING OFFICER
<b>POST NUMBER</b>	: 132429
<b>Grade</b>	: Grade 7
<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>	: 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.

Casual User Car Allowance.

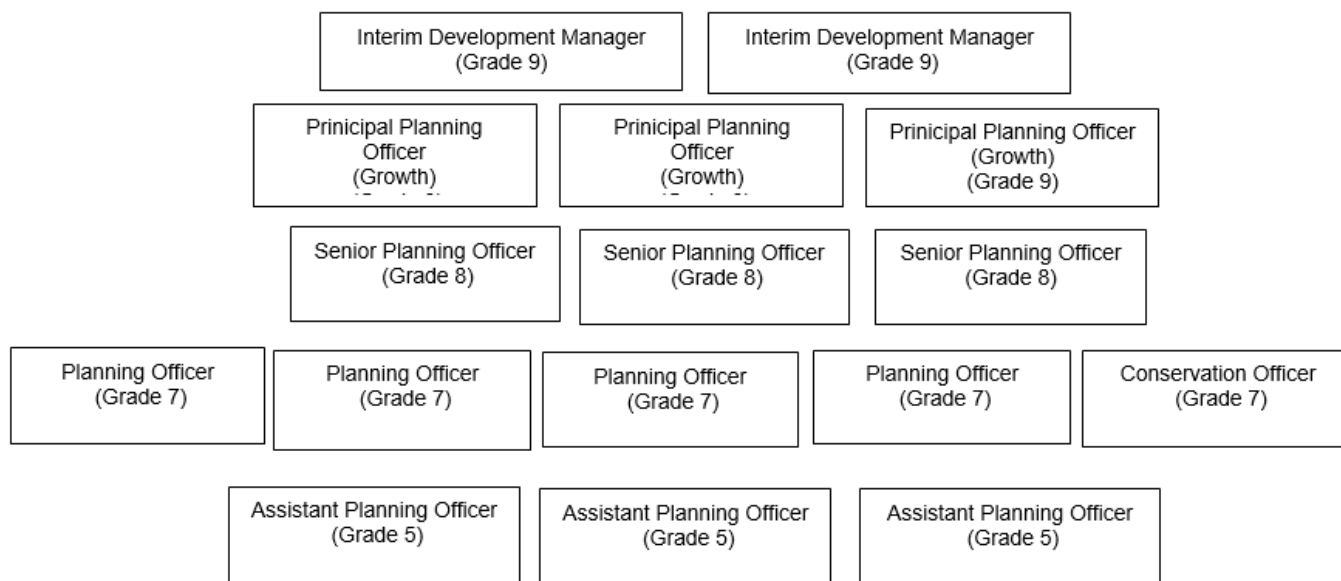
The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RMBC.

This post is not Politically Restricted in accordance with the current regulations

**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**

### **DEVELOPMENT MANAGEMENT**



## **PURPOSE AND OBJECTS OF THE JOB**

To contribute to the delivery of a high quality and customer focussed and business-minded Planning service through the efficient, effective and professional processing of a caseload of pre-application enquiries, development applications and appeals, the investigation of alleged breaches of planning control and through the monitoring for compliance of schemes under construction.

To provide professional and timely advice to developers, consultees and local communities on development proposals to ensure high quality development is delivered for the benefit of the wider community.

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

### **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)**

- Internal:**
- Staff within the Planning Service and the wider Economy Directorate;
  - Relevant Officers in other Council Services and partner organisations;
  - Members of the Council;
  - Planning & Licensing Committee and other Committees or Working Parties of the Council.
- External:**
- Members of the public/representatives of community groups and voluntary organisations and the business community;
  - Officers of other local authorities, GMCA and other public service bodies;
  - Consultees;
  - Private, professional and technical personnel (including builders and developers);
  - Representatives of Government Departments;
  - 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, service 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 Council'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 below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these 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 pre-application enquiries, planning applications and appeals in an efficient and effective manner ensuring that statutory requirements are fully complied with and national and local performance targets are exceeded.
3. To advise applicants, the public, Councillors and partner organisations 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, local communities, Council services, to secure high quality development schemes, and to secure planning obligations where appropriate.
5. To work in partnership with other Council services, partner organisations, local communities and external stakeholders to promote successful and high quality development to secure regeneration and investment within the Borough.
6. To advise members of the public, developers, other professional groups, organisations and individuals and other Council services, Members of 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.
7. 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.
8. To ensure the Council's Code of Conduct for Members and Officers dealing with planning matters is fully complied with.
9. To present the Council's case at planning and/or enforcement appeals including the preparation of statements and proofs of evidence; appearing at public inquiries as the Council's expert witness, attending Court as appropriate.
10. To investigate alleged breaches of planning control and monitor and report on development schemes to ensure they are being constructed in accordance with relevant consents, including advising on and initiating enforcement action where appropriate.
11. To support and advise enforcement staff on the need for, and appropriate use of, enforcement powers relating to complaints received by the Service.
12. To support the preparation, monitoring and review of planning briefs, the Council's Local Development Framework and other Supplementary Planning Documents, guidance and advice.
13. To effectively utilise relevant information technology and to identify and support the implementation of business improvements across the Development Management Service.
14. To attend Committees, partnerships, working parties and public meetings as may be required by the Development Manager or wider Service Management Team.

## **Secondary Duties**

1. To provide relief cover for other team members to ensure continuity of service.
2. To participate in in-service training (both as a trainer and trainee) to ensure that staff within the service and / or Members of Council, colleagues from other Services are properly trained on planning matters.
3. To undertake such other duties and responsibilities of an equivalent nature as may reasonably be determined by the Development Manager, Assistant Development Manager and/or the Service Management Team in consultation with the post holder and, if she / he wishes, his / her trade union representative.

Job Description prepared by	<u>Emma Heron</u>	Date	<u>June 2020</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 Metropolitan Borough Council  
Person Specification**

<b>Service :</b>	<b>Economy Directorate</b>	<b>Post:</b>	<b>Planning Officer</b>
<b>Section :</b>	<b>Development Management, Planning</b>	<b>Post Number :</b>	<b>132429</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>7</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 these criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(a) Qualification and Experience</b>		
1 Do you have a recognised qualification in Town Planning or equivalent, affording full exemption from the Final Examination of the Royal Town Planning Institute?	E	AF and check qualification
2 Do you possess relevant work experience within a local authority development management team or equivalent private sector experience?	E	AF / I / A
3 What is your experience of processing a caseload of minor planning applications, prior approvals and change of use to secure high quality outcomes?	E	AF / I
4 Please demonstrate your ability to negotiate with applicants, agents and developers to secure high quality development proposals, including securing good design and maximising community benefits.	E	AF / I
5 Please provide details of your experience of working as a team, with minimal supervision, to ensure customer expectations are met and service performance targets exceeded	E	AF / I
6 Please give details of your experience of working with elected Members and of the political dimension to planning.	E	AF / I
<b>(b) Skills and Knowledge</b>		
7 Please provide details of your knowledge of current planning legislation, policy, guidance and best practice including enforcement and heritage.	E	AF / I / A
8 Please provide evidence of your ability to organise your own workload to prioritise and meet targets and deadlines and of working well under pressure and public scrutiny	E	AF / I
9 Please demonstrate your ability to read and analyse plans and complex planning application reports and documents	E	AF / I / A
10 Please provide details of your ability to effectively communicate complex information both in writing and verbally to a range of audiences, including elected Members?	E	AF / I / A

11	Please give an example where you have negotiated positively and creatively to resolve conflicting priorities and deliver a positive planning outcome.	E	<b>AF / I</b>
12	Please demonstrate your ability to access, interrogate and maintain relevant electronic systems and databases and your awareness of the role of ICT in delivering an accessible and responsive planning service to customers	E	<b>AF / I</b>
13	Approach the job at all times using the values set out below: Proud of the difference we make; Passionate about the diversity of the Borough; Pioneering and Open in our approach. Please confirm you are willing to adhere to these values and behaviours.	E	<b>AF/I</b>