



WEST LANCASHIRE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Development and Regeneration Services
Service:	Development Management /Strategic Planning and Implementation/ Heritage and Environment / Economic Regeneration
Job Title:	Planning Officer
Grade:	Scale 6 Bar SO1
Designated Line Manager:	Principal Planning Officer/ Heritage and Environment Manager
Directly Responsible for:	N/A
Car Categorisation of Post:	Essential for posts in Development Management. Casual for posts in Strategic Policy and Implementation/Heritage and Environment and Economic Regeneration
Purpose of Job:	
<p>To assist in the efficient and effective delivery of the Council's planning functions.</p> <p>The Council seeks to ensure workforce flexibility within the Development and Regeneration Directorate. As a result Planning Officers may be posted within any of the above service areas depending on workload. Officers' core tasks will vary depending on their role within the service but may constitute any of the duties outlined below.</p> <p>The generic list of core tasks below will be required in both the Scale 6 and SO1 level posts. However, the complexity of these tasks will rise for SO1 post holders that are qualified in a RTPI recognised degree in Town and Country Planning.</p> <p>It will be possible for a postholder to be appointed at the appropriate grade level, dependent upon qualification and expertise.</p> <p>It will also be possible for a non-professional qualified post holder to progress beyond the bar on to the SO1, upon achieving an RTPI recognised degree in Town and Country Planning, whilst in post, through normal incremental progression.</p>	
Core tasks:	
<ol style="list-style-type: none"> 1. To appraise, negotiate and prepare reports; making recommendations on minor and householder planning applications, pre-application enquiries and enforcement matters; 2. To correspond with and represent the Council in meetings with applicants their professional advisors and the general public; 3. To assist in investigations into breaches of planning control. 4. To be responsible for gathering the evidence base for the Local Plan including writing briefs for and managing consultants where necessary. 	

5. To assist in the preparation of the Local Plan, prepare supplementary planning documents and other planning policy documents as necessary.
6. To be responsible for the implementation of Local Plan, other planning policy documents and other projects and strategies.
7. To contribute to, and where necessary take the lead role in, the work of the Section on community engagement and public consultation, including managing the appropriate computer software.
8. To provide support to the Research & S106/CIL Officer in preparing the Annual Monitoring Report and in administrating the Community Infrastructure Levy
9. To conduct Conservation Area Character Appraisal assessments
10. To carry out assessments of the impact of development on heritage assets
11. To contribute to the development and implementation of the Council's Economic Development, Ormskirk Town Centre Strategies and associated marketing initiatives and event organisation.

Prepared by:	C Thomas – Head of Development Management	Date: December 2018
Approved by:	J. Harrison – Director of Development and Regeneration	Date: December 2018