

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy Directorate
SECTION:	Planning – Development Management
LOCATION:	Number One Riverside, Smith Street, Rochdale, OL16 1XU
JOB TITLE:	Assistant Planning Officer (Enforcement)
POST NUMBER:	
Grade:	Grade 5
Accountable to:	Development Manager Assistant Development Manager Team Leader/Principal Planning Officer Enforcement
Accountable for:	None
Hours of Duty:	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.
Any Special Conditions of Service:	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. 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. This post is not Politically Restricted in accordance with the current regulations. 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

See attached chart.

PURPOSE AND OBJECTIVES OF THE JOB

To assist in the carrying out of the functions of the Council in respect of planning enforcement work and related environmental matters.

To give effect to the Council's planning policies and corporate strategies through the enforcement 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;
 - Local Strategic Partnerships.
- 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 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 below

- Proud of the differences we make
- Passionate about the diversities of the Borough

- Pioneering and Open in our approach

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 investigate alleged breaches of planning control including unauthorised uses of land and buildings and through the monitoring of development sites, ensure compliance with the approved plans and conditions of any planning permission, or terms of any legal agreement.
3. To collect evidence, prepare correspondence, legal notices and files for delegated authorisation to proceed with any necessary legal action and to prepare prosecution files under the supervision of senior officers, and on occasion give evidence for appeals attending as necessary, court hearings or similar proceedings.
4. To professionally process non-major 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.
5. To advise members of the public, developers, other professional groups, organisations and individuals, Council services and elected Members on development management and enforcement 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 process recommendations relating to development proposals, including the preparation of legally sound and robust reports and recommendations for determination under delegated powers, or by Planning & Licensing Committee, as appropriate.
7. To update and maintain accurate files and records relating to investigations into enquiries, complaints and enforcement proceedings and to maintain all pertinent records of activities and time recording for statistical returns, and to assist with performance monitoring for administrative and professional purposes.
8. 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 and enforcement framework and the Council's Constitution.

Secondary Duties

1. To work with officers of other Sections, Divisions and Services as necessary concerning matters for which the post holder is responsible.
2. To provide relief cover for other team members to ensure continuity of service.
3. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Melanie Hale Date October 2024

Agreed by Postholder _____ Date _____

Supervisor/Line Manager _____ Date _____

Assistant Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Economy and Environment	Post:	Assistant Planning Officer
Section :	Planning	Post Number :	
Job Ref:		Grade:	5

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

<p>13 Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> • Proud of the differences we make • Passionate about the diversities of the Borough • Pioneering and Open in our approach <p>Be aware of and apply these behaviours at all times.</p>	<p>I</p>
<p>14 Willingness to learn and develop new skills</p>	<p>I</p>