

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE	: Economy & Place
SECTION	: Planning
LOCATION	: Number One Riverside, Smith Street, Rochdale, OL16 1XU
JOB TITLE	: PLANNING OFFICER
POST NUMBER	:
Grade	: Grade 7
Accountable to	: Assistant Head of Planning, Team Leader
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.

The post holder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.

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

PURPOSE AND OBJECTIVES 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 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;

- External:**
- Members of the Council;
 - Planning & Licensing Committee and other Committees or Working Parties of the Council;
 - 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 of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated 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 Assistant Head of Planning or wider Service Management Team.

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	Andrew Cotton	Date	July 2025
	_____		_____
Agreed by Postholder	_____	Date	_____
Supervisor/Line Manager	_____	Date	_____
Assistant Director		Date	

**Rochdale Borough Council
Person Specification**

Service :	Economy & Place	Post:	Planning Officer
Section :	Planning	Post Number:	
Job Ref:	001572	Grade:	7

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
(a) Qualification and Experience		
1 You have a recognised qualification in Town Planning or equivalent that is accredited by the Royal Town Planning Institute.	E	AF/ I
2 You possess strong verbal and report writing skills, and are able to make sound judgements and justify these in a reasoned manner.	E	AF/ I
3 Experience at keeping records and organising workloads, files to meet deadlines and balance competing priorities independently as well as part of a team.	E	AF/ I
4 Experience of using information technology in a planning or related environment including GIS, database/case management systems and MS Office.	E	AF/ I
(b) Skills and Knowledge		
5 Knowledge of current planning legislation, policy, guidance and best practice.	E	AF/ I
6 Ability to organise your own workload to prioritise and meet targets and deadlines, whilst seeking advice where appropriate.	E	AF/ I
7 Able to research and analyse complex, technical, historical and statistical information and use this information to prepare recommendations and reports.	E	AF/ I
8 Excellent communication, numeracy and literacy skills, and the ability to use these skills to form sound	E	AF / I

	judgements and justify decisions in a reasoned manner.		
9	Capable of negotiating positively and creatively to resolve conflicting priorities and deliver a positive outcome.	E	AF/ I
(C) Behaviours and Values			
10	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.	E	AF/I
11	Willingness to learn and develop new skills	E	AF/I
(d) Special Working Conditions			
12	You are able to work flexibly to ensure deadlines are met.	E	AF/I
13	You are willing to undertake a certain amount of travelling in the course of your duties.	E	AF/I