# **PERSON SPECIFICATION: Planning Officer POST REFERENCE: 103383**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | Educated to a graduate level in a planning or related discipline. (F) or demonstrable relevant experience (F)Eligibility for full Membership of the Royal Town Planning Institute (F)Willingness to undertake CPD and research pertinent to the role and the requirements of the post with particular reference to the complexity of the caseload (F) | Full Membership of the Royal Town Planning Institute (F) |
| * **Work or other relevant experience**
 | Recent experience in development control (F) (I)Demonstrable experience in making decisions on complex planning applications (F) (I) Demonstrable experience in supervision/providing guidance to junior colleagues (F) (I)  | Presentation of evidence in a Planning Appeal, Hearing or Public Inquiry (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| REQUIREMENTS  | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Skills, abilities, knowledge and competencies**
 | Excellent organisational and planning skills (I)(F)Demonstrable excellent communication skills, verbal and written (I)(F)Effective excellent IT skills (I)(F)Detailed knowledge and comprehensive understanding of complex planning and related issues (I) (F)Detailed knowledge of the theoretical concepts and principles underpinning planning related activity (I)(F) | Understanding of IT issues as they affect Development Control. (F) |
| * + **General competencies**
 | Able to travel independently around the Borough (F) (I)Able to demonstrate sensitivity and tact in dealing with clients (I)(F) |  |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.