

**RICHMONDSHIRE DISTRICT COUNCIL
DEVELOPMENT MANAGEMENT SERVICE
PERSON SPECIFICATION**

PLANNING OFFICER

Criteria will be assessed via the submitted application form (A), and Interview (I)

	Essential	Desirable
Qualifications	1. Educated to degree level in a relevant subject or demonstrable practical experience in a similar role. (A)	a. Membership of RTPI (A)
Experience	2. Demonstrable experience of at least one year working within a Development Management Team. (A) 3. Experience of effectively dealing with elected Councillors. (A&I)	b. Experience of dealing with Major Planning Applications. (A&I) c. Experience of presenting to Planning Committee (A&I) d. Experience of the Planning Appeal Process. (A&I)
Knowledge	4. Understanding of planning legislation. (A) 5. Knowledge of NPPF/NPPG. (A)	e. Planning Law and Development Management procedures. (A&I) f. Development and application of I.T. systems for Development Management. (A&I)
Personal Aptitudes and skills	6. Good analytical, communication and presentation skills, both written and oral, including report writing and the giving of presentations. (A&I) 7. Ability to work to tight deadlines under minimal supervision. (A&I) 8. Ability to work under pressure and manage conflicting priorities (A&I)	g. Personal drive to secure the best outcomes for customers and partners (A&I) h. Willingness to take the initiative and drive through improvements (A&I)
Disposition	9. Demonstrable commitment to equal opportunities (A) 10. Ability to be sensitive to the political and organisational nature of public, private and third sector bodies. (A)	
Other requirements	11. Ability to attend meetings and events outside normal working hours (A) 12. Possession of a full driving licence and access to a car (A) 13. Comply with the Council's policies, including its Equalities and Diversity Policy (I)	