

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

Planning Officer

	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		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) e. Experience of dealing with elected Councillors. (A&I) f. Demonstrable experience of working within a Planning Team. (A)
Knowledge	2. Understanding of planning legislation. (A&I) 3. Knowledge of NPPF/NPPG. (A&I)	g. Planning Law and Development Management procedures. (A&I) h. Development and application of I.T. systems for Development Management. (A&I)
Personal Aptitudes and skills	4. Good analytical, communication and presentation skills, both written and oral, including report writing and the giving of presentations. (A&I) 5. Ability to work to tight deadlines under minimal supervision. (A&I)	i. Personal drive to secure the best outcomes for customers and partners. (A&I) j. Willingness to take the initiative and drive through improvements. (A&I)
Disposition	6. Demonstrable commitment to equal opportunities (I) 7. Ability to be sensitive to the political and organisational nature of public, private and third sector bodies. (I)	
Other requirements	8. Ability to attend meetings and events outside normal working hours. (A&I) 9. Possession of a full driving licence and access to a car. (A) 10. Comply with the Council's policies, including its Equalities and Diversity Policy. (I)	

Updated October 2019