

**RICHMONDSHIRE DISTRICT COUNCIL  
PERSON SPECIFICATION**

**Planning Policy Officer**

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

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	1. Educated to degree level in a relevant subject or demonstrable practical experience in a similar role. (A)	a. Membership of RTPI/RICS
<b>Experience</b>	2. Proven track record of researching, analysing and authoring planning policy. (A,I) 3. Proven understanding of NPPF and the implications of SHELAA and SHMA/OAN. (A,I) 4. Experience of development viability(A,I)	b. Experience of local planning under NPPF.
<b>Knowledge</b>	5. Understanding of the issues facing rural areas. (A,I) 6. Knowledge of development viability(A,I) 7. Knowledge of NPPF/NPPG. (A,I)	c. Knowledge of relevant legislation
<b>Personal Aptitudes and skills</b>	8. Good analytical, communication and presentation skills, both written and oral, including report writing and the giving of presentations. (I) 9. Ability to work to tight deadlines under minimal supervision. (I) 10. Ability to work under pressure and manage conflicting priorities (I) 11. Ability to produce creative ideas and innovative solutions (I)	d. Personal drive to secure the best outcomes for customers and partners e. Willingness to take the initiative and drive through improvements
<b>Disposition</b>	12. Demonstrable commitment to equal opportunities (I) 13. Ability to be sensitive to the political and organisational nature of public, private and third sector bodies. (I)	
<b>Other requirements</b>	14. Ability to attend meetings and events outside normal working hours (I) 15. Possession of a full driving licence and access to a car (A) 16. Comply with the Council's policies, including its Equalities and Diversity Policy (I)	