**PERSON SPECIFICATION –** DEVPODC PLANNING OFFICER DEVELOPMENT CONTROL **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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **At band** | **Essential**  Please indicate in brackets after each criteria how this will be verified, i.e. (F), (I), (T), (R) | **Desirable**  Please 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)** | Band 8 |  |  |
|  | Band 9 | Previous education to graduate level in a relevant discipline (F) |  |
|  | Band 10 | Eligibility for full Membership of the Royal Town Planning Institute (F) |  |
|  | Band 11 | Full Membership of the Royal Town Planning Institute (F) |  |
| * **Work or other relevant experience** | Band 8 | Experience of evaluating and processing minor planning applications (F) (I)  Experience of planning & undertaking site visits (F) (I)  Experience of preparation of the statement of case for appeals (F) (I)  Experience of relevant survey work and studies (F) (I) |  |
|  | Band 9 | Experience of dealing with planning applications for example: large household extensions; extensions to commercial properties; single new dwelling. (F) (I)  Experience of providing detailed technical advice (pre-application advice / informal inquiries / planning applications) with regard to statutory regulations (F) (I)  Experience of preparing reports for the Planning Committee for planning applications (F) (I) |  |
|  | Band 10 | Experience of dealing with, and advising on, more detailed planning applications (for example: small scale housing developments; or small scale commercial developments) including preparation of appeal statements and preparation of detailed reports to Planning Committee. (F) (I) |  |
|  | Band 11 | Experience of dealing with, and advising on, complex planning applications (for example: larger scale housing / commercial developments; or multiple use facilities such as shop / offices, where there may be multiple planning issues, some contradictory), including preparation of appeal statements and preparation of detailed reports to Planning Committee. (F) (I)  Experience of presenting evidence at appeal hearings as an expert witness. (F) (I) |  |
| * **Skills, abilities, knowledge and competencies** | Band 8 | Excellent organisational and planning skills (I) (R) (T)  Good communication skills, verbal and written (I) (R) (T) (F)  Effective IT skills (I) (R)  Detailed knowledge and understanding of Development Control legislation and systems (I) |  |
|  | Band 9 | Detailed knowledge of the theoretical concepts and principles underpinning planning related activity and how this integrates with the work of the Planning department (I) |  |
|  | Band 10 | Ability to provide peer supervision and guidance of more junior colleagues, using a range of presentational methodologies (I) (R)  Ability to contribute to policy development (I) |  |
|  | Band 11 |  |  |
| **General competencies** | Band 8 | Ability to use MS Office applications (I) (F) (T)  Ability to travel independently around the Borough (F) (I)  Ability to communicate clearly when providing advice and guidance (I)  Ability to demonstrate sensitivity and tact in dealing with clients (I)  Ability to use bespoke Planning software packages (F) |  |
|  | Band 9 | Developed advisory & guiding skills, to be able to encourage others to take particular courses of action or accept unwelcome decisions (F) (I) |  |
|  | Band 10 | 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 (I) |  |
|  | Band 11 |  |  |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

|  |  |
| --- | --- |
| **Mandatory/Essential Training** | **Frequency** |
| Planning software updates/installations  Any mandatory corporate training such as ‘Prevent’. | As and when required but usually monthly.  As and when required. |

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.