

Person Specification

Planning Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Degree or Post Graduate qualification in a specialism relevant to Development Management
- Member of RTPI
- Demonstrable post qualification experience in Development Management including dealing with a wide range of planning applications, pre application and enforcement cases and a clear understanding of planning legislation
- Demonstrable experience of delivering excellent customer focused services
- Up to date knowledge of national and local planning policy
- Able to manage workload to meet deadlines
- Good negotiation skills
- Able to identify and demonstrable ability to implement solutions and to solve problems to assist delivery of development
- Experience of assisting with the development of policy and guidance
- Excellent communication and presentation skills
- Able to give advice to a wide range of stakeholders and partners, for example politicians and senior managers
- Able to work as part of a team

Desirable

- Experience of developing and implementing customer focused service improvements

Part B

The following criteria will be further explored at the interview stage:

- Excellent Communication skills,
- Approach to problem solving
- Able to work to challenging deadlines
- Approach to working both autonomously or as part of a team
- Understanding of political decision making process
- Knowledge of development management
- Ability to apply and interpret planning legislation
- Approach to service improvement and track record of delivering positive outcomes
- Negotiation skills

Additional Requirements

- Able to attend meetings outside of outside of normal working hours