



## Person Specification

(The knowledge, skills, attributes and experience needed for fully competent performance of the job.)

### Job Title: Planning Officer – Grade 4

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>a) Relevant qualification at NVQ4/degree and /or degree with acceptance to do bridging course so as to allow for post degree course study / qualification entitling entry to Membership of the Royal Town Planning Institute / equivalent professional status or equivalent knowledge gained through experience.</li> <li>b) Able to analyse and interpret situations and problems and provide answers to problems/issues.</li> <li>c) Develops plans and solutions on proposals and cases in a timely way. Is able to appropriately evaluate Householder and straightforward Minor and Other planning applications having regard to relevant plans and considerations. With supervision and mentoring is supported to appropriately evaluate complex Minor and Other proposals and from time to time straightforward Major planning applications having regard to relevant plans and considerations From time to time will gain experience handling more complicated cases under supervision.</li> <li>d) Exchanges basic information and sometimes sensitive information with a range of different people and groups.</li> <li>e) Able to produce clear accurate factual reports on straightforward cases to committee and elsewhere.</li> <li>f) Uses straightforward negotiating or persuasive skills in order to encourage others including professional agents to adopt a particular course of action.</li> <li>g) With appropriate support commensurate with the complexity of the case fosters and enhances productive working relationships with Members and stakeholders including parish or town councils or the community.</li> <li>h) Able to use a keyboard to enter accurately into and extract information from databases and websites, including interrogating systems and running reports.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>a) Is an adaptable flexible person with good communication skills and able to work well as an individual or as part of team.</li> <li>b) Is able to communicate effectively to ensure that the Councils are represented in the best possible light.</li> </ul>

	<p>c) Competent and developing presentational skills.</p> <p>d) Has good methodical and analysing skills so as to resolve problems and cases as an individual or through discussion with the team leader and others concerning competing issues and/or good practice/case law.</p> <p>e) Calm and clear minded in situations involving the public, external organisations, specialists, or consultees or agents or the community.</p> <p>f) Able to work collaboratively as part of a team and shadow more experienced members of staff on more complex Minor and Other cases and from time to time straightforward Majors cases or project teams.</p>
<b>Experience</b>	<p>a) Developing experience in a range of planning matters.</p> <p>b) Developing a specialism in a development management subject with a view to maintaining up to date knowledge and information which can be used by both the post holder and the remainder of the Economy group (such as wildlife issues/parking standards).</p>
<b>Equality &amp; Diversity</b>	<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>