



ADUR & WORTHING
COUNCILS

Person Specification

| | |
|---------------------------------------|--------------------------|
| Authority: | ADC/Worthing |
| Service Block: | Economy |
| Section: | Planning Policy |
| Post Title: | Planning Officer |
| Post Number: | TBC |
| Accountable to: | Planning Policy Managers |
| Management responsibility for: | - |

| Area | Requirements | |
|--|---|---|
| Qualifications | Essential | Desirable |
| | Degree in town planning or related subject | |
| Professional Registration (where applicable) | | Membership of the Royal Town Planning Institute (RTPI) or working towards membership. |
| Knowledge & Experience | | |
| (e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate) | General knowledge of the town planning system and environmental issues. | <p>Knowledge of regeneration issues and the sustainability appraisal process.</p> <p>Some experience of working in local government and in a planning policy team.</p> <p>Experience of GIS mapping</p> |

| Skills | | |
|--------------------------------|---|---|
| Communication/ Relationship | <p>Internal and external: Good and effective communication skills (both written and verbal) needed for reporting at a variety of internal and external meetings and for liaison with stakeholders and the local community.</p> <p>Effective interpersonal skills needed when working with Members, officers and representatives of other external bodies and partnerships.</p> <p>Able to adapt and be versatile within the team in response to changing priorities.</p> | |
| Analytical/ judgmental | <p>Ability to appraise, interpret and apply planning policy documents and Government guidance.</p> <p>Ability to monitor, analyse and evaluate information and statistics on technical and policy issues.</p> | |
| Planning/ organisational | <p>Able to prioritise and meet tight deadlines.</p> <p>Able to organise work in order to progress several projects concurrently, react to changing priorities, and meet target deadlines.</p> | |
| IT | Able to use Microsoft packages including Word, Excel and Powerpoint and use of the internet. | <p>Use of Google applications.</p> <p>A good level of competence in the use of GIS mapping (eg MapInfo) including the ability to create and amend maps.</p> |
| Abilities | | |
| Physical | | A degree of fitness may be required for exhibition work and for handling/carrying documents and equipment |

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|--|--|---|
| Mental | To be able to form a judgement in sometimes difficult and complex circumstances, taking account of a range of information and legislation sources and conflicting aims and objectives. | |
| Emotional | Ability to be objective and work under pressure. | |
| Working conditions | | Site visits may be required in inclement weather conditions |
| <i>Other</i> <ul style="list-style-type: none"> Attendance at evening and Saturday meetings/exhibitions as required | | |

Person Specification agreed by:

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|--|---------------------------|
| Post holder (Print name): | |
| Signature: | |
| Date: | |
| Line Manager (Print name): | Moira Hayes and Ian Moody |
| Signature: | |
| Date: | |
| Executive Head of Service (Print name): | James Appleton |
| Signature: | |
| Date: | |