

PERSON SPECIFICATION

Directorate : Place

Job Title : Senior Planning Officer – Policy & Conservation

Prepared by : Planning Policy & Conservation Team Leader

Date : May 2022

ESSENTIAL	DESIRABLE	MEANS OF TESTING e.g. Application Form, Presentation etc.
Education <ul style="list-style-type: none"> ◆ Degree in relevant subject area 	<ul style="list-style-type: none"> ◆ Recognised town planning qualification ◆ MRTPI 	Application form/Certificates
Experience <ul style="list-style-type: none"> ◆ Min 2 years recent work experience in local government or private practice in planning policy or related specialist area 	<ul style="list-style-type: none"> ◆ Any specialist areas such as transport, housing, economic, environmental, sustainability policy analysis, neighbourhood planning 	Application Form/ Interview
Abilities <ul style="list-style-type: none"> ◆ Numerate ◆ Time management skills ◆ Work management skills ◆ IT literate and good report writing skills ◆ Good communication skills ◆ Team Worker ◆ 	<ul style="list-style-type: none"> ◆ Capable of public speaking, making presentations ◆ Any other specialist skills relevant to Planning 	Application Form/ Interview
Motivation <ul style="list-style-type: none"> ◆ Must be community service focussed 	<ul style="list-style-type: none"> ◆ Demonstrated interest in community/social or environmental matters ◆ Must be keen to undertake CPDs 	Application Form/ Interview

ESSENTIAL	DESIRABLE	MEANS OF TESTING e.g. Application Form, Presentation etc.
Personality <ul style="list-style-type: none"> ◆ Confident ◆ Able to work within Teams made up from people with different social/economic/ethnic backgrounds ◆ Sensitive to needs of others 		Application Form/ Interview
Circumstances <ul style="list-style-type: none"> ◆ Conduct themselves professionally and present image of professional approach to work to all consultees ◆ May need to attend occasional evening meetings. 		Application Form/ Interview
Other <ul style="list-style-type: none"> ◆ Full driving licence ◆ Access to a car for work purposes 		Present Licence
Health and Safety <ul style="list-style-type: none"> ◆ Does this post involve working with VDUs? ◆ Any manual handling involved? ◆ Any other H&S issues to be considered? 	<p>Yes</p> <p>No</p> <p>None</p>	

PLEASE NOTE: If nothing is stated under “Essential” or “Desirable”, there are no specific requirements within that relevant criterion.

May 2022