



Person Specification

POST:	SENIOR PLANNING OFFICER (DEVELOPMENT MANAGEMENT)	GRADE:	10
DIRECTORATE:	COMMUNITIES	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Degree or equivalent and full (Chartered) Membership of the RTPi.	D	Application form/submission of certificate etc.
Evidence of continuing professional development.	D	Application form

SKILLS / KNOWLEDGE / ABILITIES	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Thorough knowledge and understanding of current planning legislation.	E	Interview
Thorough knowledge and understanding of local government particularly relating to Planning and an understanding of current financial issues and their implications.	E	Interview
Effective communication, negotiation and presentation skills, both verbal and written.	E	Application form/Interview
Effective team management skills.	E	Application form/Interview
The ability to successfully manage complex projects, on time and within budgets.	D	Interview
The ability to manage and implement change taking account of customer insight.	D	Application form/Interview
Ability to make decisions and take appropriate action using initiative and good judgement.	E	Application form/Interview
Ability to work under pressure, meeting deadlines and responding to a varying workload.	E	Application form/Interview
Ability to anticipate and solve problems	E	
Ability to assimilate and understand complex information and form recommendations in a clear and concise manner.	D	Application form/Interview Application form/Interview

EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Extensive experience in planning, including Development Management,	E	Application form/Interview
Experience of advising elected members and senior council officers on strategic issues	D	Application form/Interview
Experience of effective corporate working.	D	Application form/Interview
Experience of preparing and presenting reports and evidence in writing and orally in public.	D	Application form/Interview
Appearance as expert witness at Public Inquiries and Informal Hearings.	D	Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	E	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	E	Application form/Interview
Acceptable means of transport appropriate to the job.	E	Application form/Interview
Full driving licence	E	Application form/Interview

PREPARED BY: Steve Smith

DATE: September 2022

The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability