

PERSON SPECIFICATION

PLANNING OFFICER

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Thorough and consistent working practice	E	1, 3
Personal Skills	Good communication skills, both verbal and written	E	1, 2, 3
Personal Skills	Clear, concise reporting and presentation style	E	1, 2, 3
Personal Skills	Good organiser including efficient record keeping and time management	E	1
Personal Skills	Highly motivated and enthusiastic	E	1, 3
Personal Skills	Confident in own ability	D	3
Personal Skills	Able to maintain professional position in reaching well balanced and defensible decisions	D	3
Personal Skills	Tactful and diplomatic – calm in the face of adversity	D	3
Personal Skills	Able to use initiative and work unsupervised when necessary	D	1, 3
Personal Skills	Objective and fair	E	3
Experience	Some experience in planning policy or development management work	D	1, 3
Attainments/Qualifications	Degree or equivalent in Town and Country Planning (providing eligibility for RTPI membership) or working towards Chartered Member of the RTPI.	E	1, 4
Attainments/Qualifications	Chartered Member of the RTPI, or working towards	E	1,4
Knowledge	Wide-ranging planning and related knowledge	D	3
Special Requirements	Ability to safely access and work on a wide variety of sites across the Borough	D	1, 3
Special Requirements	Ability to conduct site inspections safely	E	1, 3
Special Requirements	Good observation and presentation skills	E	2, 3
Special Requirements	Good researching capacity	E	3
Special Requirements	Prepared to work unsocial hours when occasionally necessary	E	3
Special Requirements	Ability to manage heavy workload	E	1, 3
Special Requirements	Capacity to organise and prioritise work	E	1, 3
Special Requirements	Capacity to defend actions in high pressured situations	D	3

Specification Type	Additional/changed requirements	E/D	Measure
Special Requirements	Commitment to department/borough	E	3
Special Requirements	Technical competence in assimilation and interpretation of legislation	E	2, 3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]