

**PERSON SPECIFICATION**  
**P28 Planning Officer**

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

**Car Allowance:**

This post carries a designated car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner. Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.

Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

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