

PERSON SPECIFICATION

July 2021

Designation:	Planning Officer
Grade:	Stroud 5
Responsible to:	Principal Planning Officer
Service Area:	Planning Service
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- At least 5 GCSE's (or equivalent) at Grade C, including English and Mathematics
- A degree in Town Planning or closely related subject
- Eligible for member of the RTPI

EXPERIENCE

- Experience of managing a caseload of Householders, Minors and Other planning applications
- Experience of dealing with the public and a wide range of partners/stakeholders
- Prioritisation of work to meet deadlines and performance targets with limited supervision
- Production of professional, well-researched, and justified planning advice and reports

SKILLS & KNOWLEDGE

- Thorough knowledge and understanding of the planning legislation, policy and case law
- Thorough knowledge of local authority planning service requirements and the development management function
- Ability to confidently and effectively communicate and negotiate with a variety of customers and stake holders in a challenging and dynamic environment
- Excellent standards of written and verbal communication and presentation skills
- Proficient use of IT (including MS Office)
- Ability to approach negotiations and problems with innovation and creativity
- Excellent time management skills

PERSONAL ATTRIBUTES

- Attention to detail with a can do attitude to delivering the objectives of the service
- Committed to providing excellent customer service
- Able to act on own initiative and work as part of a team
- Able to work under pressure and meet challenging deadlines
- Willing to attend evening meetings outside normal office hours as required from time to time
- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

- Membership of the RTPI or other related professional body

EXPERIENCE

- Presenting at public meetings, including planning committee

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, in line with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.