

PERSON SPECIFICATION

July 2021

Designation:	Principal Planning Officer
Grade:	Stroud 7
Responsible to:	Development Team Manager
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
- A member of the RTPI

EXPERIENCE

- Relevant professional experience working at a senior level
- Management responsibility for staff
- Experience of training and development and mentoring of junior staff
- Experience of dealing with major applications
- Experience of dealing with the public and a wide range of partners/stakeholders
- Experience of planning appeals and acting as expert witness at public inquiries

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

DESIRABLE CRITERIA

QUALIFICATIONS

- Related built environment qualifications
- Membership of a related professional body

EXPERIENCE

- Experience of leading a development team approach to major applications
- Experience of identifying and implementing change

CORE COMPETENCIES

Managing & Developing Staff

You will be able to demonstrate:

Investment in staff – providing the appropriate resources and opportunities for individual and team development.

Appreciation – recognise the contributions of your team members and acknowledge this.

Manage diversity – treat individuals with respect and consideration.

Manager individual and team performance – Provide clear direction and feedback to maximise performance of your service.

Leadership – demonstrate confident leadership skills, setting goals and objectives for your team. You will be able to motivate, inspire, encourage and support your team to do well.

Business & Financial Management

You will demonstrate commitment to the Council's vision and promote this within your team.

You will demonstrate a clear understanding of, and be focused on, effective financial control and management and achieve the best use of limited resources.

Managing Change

You will be able and willing to respond to new work challenges and adapt to new situations, keeping ahead of the business environment changes in order to remain effective, efficient and relevant.

Focus on Improvements

You will be able to demonstrate:

Excellent customer service – being responsive, focused on customer needs, operating professionally and with sensitivity.

Innovation and creativity – seeking the best way to deliver services, promoting innovation with the ability to learn and manage the risk to the service and Council.

Proficient Communication

You will be able to influence others through effective communication, managing to keep yourself and others informed.

Shape and Support the priorities of SDC

Demonstrate an understanding of, and commitment to, the Council and its services. You will be consistent, accountable and work with integrity.

Accountability

Take personal accountability for activities that impact the team, service and Council. Accept responsibility, demonstrating a positive, focused attitude.

In addition to the management competencies the employee competencies will also apply.