

# PERSON SPECIFICATION

## Sept 2021

<b>Designation:</b>	<b>Senior Planning Officer (Majors)</b>
<b>Grade:</b>	<b>Stroud 6</b>
<b>Responsible to:</b>	<b>Principal Planning Officer (Majors)</b>
<b>Service Area:</b>	<b>Planning Service</b>
<b>Post Number:</b>	

### 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 and working towards member of the RTPI

#### EXPERIENCE

- Relevant professional experience working at a senior level
- Experience of dealing with major and other applications
- Experience of dealing with the public and a wide range of partners/stakeholders
- Production of professional, well-researched, and justified planning advice and reports
- Experience of planning appeals

#### 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

#### **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 o understanding and meeting their needs, inline 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.**