

Designation:	Senior Planning Officer
Grade:	Stroud 5 (plus market supplement of £4,333 pa)
Responsible to:	Team Manager (Development Management)
Service Area:	Planning
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Eligible for membership of the RTPI or significant development management experience at a senior level dealing with complex planning and other applications

EXPERIENCE

- Understanding the relationship between planning policies, development management and the rest of the development process
- Proven ability to produce well researched and justified planning advice
- Work prioritisation with limited supervision, but within guidelines
- Experience with the use of MS Word and Outlook

SKILLS & KNOWLEDGE

- Excellent written and verbal communication skills
- Up to date knowledge of legislation and policy guidance in relation to planning policy matters
- Ability to output high quality work

PERSONAL ATTRIBUTES

- Committed to providing excellent customer service
- Demonstrable achievements – personal and work related
- Able to work to tight timescales with limited supervision
- Flexible and adaptable approach to work
- Desire to output high quality work

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

- Degree educated in a planning related subject

EXPERIENCE

- Experience of presentations to public meetings and Committees

- Experience of managing or supervising other staff
- Experience of Uniform and Idox document management systems and Excel

SKILLS & KNOWLEDGE

- Good negotiation and influencing skills
- Experience of dealing with complaints
- Conflict resolution

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 Service**

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.

7. **Conscientiousness**

You will be able to be conscientious in the work you do and demonstrate that you can work in an organised and orderly manner.

You will be able to demonstrate that you can be industrious in the way you work.