

## PERSON SPECIFICATION

<b>Job Title</b>	Planning Policy Officer	<b>Job Number</b>	
<b>Directorate</b>	Borough Services	<b>Location</b>	
<b>Completed By</b>	Joanne Brombley	<b>Date</b>	July 2021

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<b>Qualifications and Experience</b> Academic, technical and professional			
• Degree level qualification or eligibility and willingness to undertake a course leading to such a qualification	✓		Certificate
• Membership of a relevant professional body (such as the RTPI)		✓	Application / interview
• Evidence of continued professional development (CPD)		✓	Application / interview
<b>Work Experience &amp; Attainments</b> Previous work experience relevant to the job			
• Relevant experience of working within a local planning authority or private consultancy in a planning role	✓		Application / interview
• Thorough knowledge and detailed understanding of current professional practices, including the preparation of development plan and supplementary planning documents and the requirements for Sustainability Appraisal and Strategic Environmental Assessment		✓	Application / interview
• Demonstrable experience of excellent oral and written communications	✓		Application / interview
• Public consultation experience		✓	Application / interview
• Ability to deal effectively with customers	✓		Application / interview
• Ability to work as part of a team	✓		Application / interview
• Effective time and project management and the ability to meet deadlines	✓		Application / interview
<b>Skills and Competencies</b>			

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
• Works collaboratively with other business units and partners/stakeholders	✓		Application / interview
• Takes action to improve service to meet diverse needs of customers	✓		Application / interview
• Presents information clearly, concisely, objectively and accurately	✓		Application / interview
• Has the confidence to take decisions appropriate to own level of responsibility	✓		Application / interview
• Suggests alternative and different ways to achieve objectives	✓		Application / interview
• Works effectively within time constraints	✓		Application / interview
• Is aware of the needs of all relevant partners/stakeholders and how this impacts on their role	✓		Application / interview
• Anticipates potential problems and raises them with the line manager	✓		Application / interview
• Takes responsibility for own personal effectiveness and development	✓		Application / interview
• Accepts change positively when it occurs	✓		Application / interview
• Demonstrates the organisation's vision and values	✓		Application / interview
<b>PC/Computer Literacy</b> Job content relating to this			
• IT literate with experience in word processing, spreadsheets and database, through the use of Microsoft software	✓		Application / interview
• Familiarity with consultation portals and other Local Plan related software		✓	Application / interview
<b>Circumstances</b> Location, flexibility and mobility; other circumstances specific to the job			
• Attendance at evening and weekend meetings / consultation events	✓		Application / interview
• Drivers licence		✓	Licence

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