**PERSON SPECIFICATION**

Date: April 2025 Grade 6

Post Title: Planning Technical Officer

Division: Planning and Development

Section: Planning Control

Salary: £25,584 - £27,269 per annum

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| **CATEGORY** | **E/D** | **CRITERIA**  **INDICATED E (ESSENTIAL) OR D (DESIRABLE)** | **MEASUREMENT**  **(See below)** |
| SKILLS, KNOWLEDGE  AND EXPERIENCE | E  D  E  E  E  E  E  E | Ability to demonstrate a basic understanding of planning control and related legislation.  Working within a Planning Environment of sufficient time to have a good understanding of planning control  Ability to assess priorities and to self manage time in order to meet deadlines.  A high standard of communication skills  Demonstrable skills using PC based applications  Ability to produce clear and concise written and verbal reports.  Ability to be aware of wider environmental issues.  Ability to negotiate alterations to a development proposal. | 2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4 |
| SAFEGUARDING | E | Commitment to the protection and safeguarding of children, young people and adults with care and support needs. | 2,4 |
| EQUAL OPPORTUNITY | E  E | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Policies into practice.  Able to understand how discrimination may affect particular sections of the community and how this should be countered. | 2,4  2,4 |
| QUALIFICATIONS | E  D  D | A Level (or equivalent) standard  Any related training/qualifications  Seeking a professional qualification | 2,5  2,4,5  2,4 |
| ATTITUDE & MOTIVATION | E  E  D  D | Ability to confidently develop strong working relationships, effectively communicate with, and influence a wide range of individuals, organisations and groups, including Councillors, officers, statutory consultees, customers and local residents.  Demonstration of a customer focused and responsive approach to service development that is designed to improve service relevance, quality and delivery  Dealing with difficult people  The capacity to work effectively within tight deadlines and to appropriately prioritise between a wide variety of tasks, often whist under pressure | 2,4  2,4  2,4  2,4 |
| OTHER | E  E | A flexible approach to working hours (evening and weekend working may be required)  Access to transport for use at work and hold a full valid UK driving licence | 2,4  2,5 |

MEASUREMENT:

1 Test prior to shortlisting (ie all applicants). 2 Form application form. 3 Test after shortlisting. 4 Probing at interview. 5 Documentary Evidence. 6 OTHER (Please specify)