

PERSON SPECIFICATION

Job Title	Principal Policy Planner (Infrastructure)	Job Number	
Directorate	Residents Services	Location	
Completed By	Joanne Brombley	Date	August 2021

Criteria (insert/delete rows as required)	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
<ul style="list-style-type: none">RTPI-recognised planning qualification (degree level or higher)	✓		Certificate
<ul style="list-style-type: none">Current membership of relevant professional body (such as RTPI, RICS) or actively seeking membership	✓		Application / Interview
<ul style="list-style-type: none">Evidence of continued professional development	✓		Application
Work Experience & Attainments Previous work experience relevant to the job			
<ul style="list-style-type: none">Significant experience of Local Plan policy development – either in public or private sectors		✓	Application / interview
<ul style="list-style-type: none">Understanding of current professional practices, including the Community Infrastructure Levy, preparation of Local Plans and Infrastructure Delivery Plans	✓		
<ul style="list-style-type: none">Excellent project management skills	✓		Application / interview
<ul style="list-style-type: none">Effective experience of being part of a multi-disciplinary team on a planning policy related project – either in the public or private sectors		✓	Application / interview
<ul style="list-style-type: none">Ability to effectively communicate complicated information, orally and written, to a range of audiences	✓		Interview
<ul style="list-style-type: none">Ability to manage and supervise others in the development of policy and specific projects		✓	Application / interview

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Skills and Competencies			
<ul style="list-style-type: none">• Works collaboratively with other business units and partners / stakeholders	✓		Application / Interview
<ul style="list-style-type: none">• Encourages two way feedback, and address both positive and sensitive issues effectively	✓		Application / Interview
<ul style="list-style-type: none">• Contributes to establishing clear customer service and quality standards for the service	✓		Application / Interview
<ul style="list-style-type: none">• Presents difficult information in ways which promote understanding, both orally and in writing	✓		Application / Interview
<ul style="list-style-type: none">• Seizes opportunities to develop the organisation and seeks continuous improvement.	✓		Application / Interview
<ul style="list-style-type: none">• Overcomes obstacles in implementing new ideas	✓		Application / Interview
<ul style="list-style-type: none">• Anticipates potential difficulties in managing workloads and identifies solutions	✓		Application / Interview
<ul style="list-style-type: none">• Ensures that all relevant partners / stakeholders are briefed fully	✓		Application / Interview
<ul style="list-style-type: none">• Keeps others informed of all changes and decisions which affect their work area	✓		Application / Interview
<ul style="list-style-type: none">• Has the confidence to take decisions appropriate to own level of responsibility and authority	✓		Application / Interview
<ul style="list-style-type: none">• Strives for continuous improvement, encouraging and stimulating others to achieve high standards	✓		Application / Interview
<ul style="list-style-type: none">• Supports others in adapting to change, identifying the benefits	✓		Application / Interview
<ul style="list-style-type: none">• Monitors and evaluates progress towards achieving corporate objectives and priorities	✓		Application / Interview
PC/Computer Literacy			
Job content relating to this			
<ul style="list-style-type: none">• IT literate with experience in word processing, spreadsheets and database, through the use of Microsoft software	✓		Application / interview

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<ul style="list-style-type: none"> Familiarity with planning and consultation software e.g. UNIFORM and Objective 		✓	Application / interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Attendance at evening and weekend meetings / consultation events 	✓		Application / interview
<ul style="list-style-type: none"> Occassional site visits 	✓		
<ul style="list-style-type: none"> Drivers license 		✓	License