

PERSON SPECIFICATION

Job Title	Principal Planning Officer	Job Number	
Directorate	Borough Services	Location	Deanes
Completed By	Joanne Brombley	Date	June 2019

Criteria (insert/delete rows as required)	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• RTPI-recognised degree and / or post-graduate qualification	✓		Certificate
• Current membership, or actively seeking membership, of RTPI	✓		Application / Interview
• Significant post degree experience in planning or development-related activities	✓		Application / Interview
Work Experience & Attainments Previous work experience relevant to the job			
• Significant experience of Local Plan policy development – either in public or private sectors		✓	Application / interview
• Excellent project management skills	✓		Application / interview
• 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
• Ability to effectively communicate complicated information to a range of audiences, including members of the public	✓		Interview
• Ability to manage and supervise others in the development of policy and specific projects		✓	Application / interview
Skills and Competencies			

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Works collaboratively with other business units and partners / stakeholders 	✓		
<ul style="list-style-type: none"> Encourages two way feedback, and address both positive and sensitive issues effectively 	✓		
<ul style="list-style-type: none"> Contributes to establishing clear customer service and quality standards for the service 	✓		
<ul style="list-style-type: none"> Presents difficult information in ways which promote understanding, both orally and in writing 	✓		
<ul style="list-style-type: none"> Seizes opportunities to develop the organisation and seeks continuous improvement. 	✓		
<ul style="list-style-type: none"> Overcomes obstacles in implementing new ideas 	✓		
<ul style="list-style-type: none"> Anticipates potential difficulties in managing workloads and identifies solutions 	✓		
<ul style="list-style-type: none"> Ensures that all relevant partners / stakeholders are briefed fully 	✓		
<ul style="list-style-type: none"> Keeps others informed of all changes and decisions which affect their work area 	✓		
<ul style="list-style-type: none"> Has the confidence to take decisions appropriate to own level of responsibility and authority 	✓		
<ul style="list-style-type: none"> Strives for continuous improvement, encouraging and stimulating others to achieve high standards 	✓		
<ul style="list-style-type: none"> Supports others in adapting to change, identifying the benefits 	✓		
<ul style="list-style-type: none"> Monitors and evaluates progress towards achieving corporate objectives and priorities 	✓		
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
<ul style="list-style-type: none"> Familiarity with Objective software 		✓	Application / interview

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	Essential	Desirable	
<ul style="list-style-type: none"> Familiarity with UNIFORM Planning Development software 		✓	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"> Drivers license 		✓	License