

**Regulatory Directorate
Planning Officer/Senior Planning Officer
Person Specification**

Date issued: January 2023

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	Grade 8: <ul style="list-style-type: none"> • Good oral and written communication skills • Ability to think clearly and to participate positively at meetings and in groups • Good IT and inter-personal skills and ability to work well within a team • Good organisational skills • Flexible and able to adapt to achieve results • Knowledge of statutory planning processes 	<ul style="list-style-type: none"> • Ability to collect, analyse, interpret, and report upon detailed technical data • Knowledge of computerised planning application packages 	<ul style="list-style-type: none"> • Application form/Interview and references

	<p>Grade 9 (as above and also):</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills • Ability to work on own initiative and to positively manage a varied workload to meet priorities and deadlines • Broad knowledge of statutory planning processes 	<ul style="list-style-type: none"> • Ability to give presentations to a range of audiences • Ability to positively influence outcomes through liaison and negotiations 	<ul style="list-style-type: none"> • Application form/Interview and references
	<p>Grade 10 (as above and also):</p> <ul style="list-style-type: none"> • Experience of effectively managing small projects • Ability to positively influence outcomes through liaison and negotiations • Detailed knowledge of relevant Acts and Regulations 		<ul style="list-style-type: none"> • Application form/Interview and references

<p>Experience</p>	<p>Grade 8:</p> <ul style="list-style-type: none"> • Some experience in Planning • An understanding of public sector planning policy making • Understanding the role of planning to achieve sustainable development • Experience in using information technology, computers, and software such as Word and Excel, and Geographical Information Systems (GIS) 	<ul style="list-style-type: none"> • Experience in local government • Experience and skills in public presentation • Experience in using specialised planning software including GIS, public engagement and/or planning application packages 	<ul style="list-style-type: none"> • Application form/Interview and references
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	<p>Grade 9 (as above and also):</p> <ul style="list-style-type: none"> • Minimum two years relevant post-qualification experience in planning policy and / or development management 	<ul style="list-style-type: none"> • Detailed experience in one or more planning related subjects (e.g. housing, environment) and of Local Plan preparation • Experience in liaison and partnership situations, and of negotiating • Experience of Neighbourhood Planning processes • Experience in Project Management and procurement • Experience in assisting with preparation of written evidence for planning appeals and/or public examinations 	<ul style="list-style-type: none"> • Application form/Interview and references
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	<p>Grade 10 (as above and also):</p> <ul style="list-style-type: none"> • Minimum four years relevant post-qualification experience in planning policy and / or development control • Experience of policy formulation and development • Experience of project management and procurement 	<ul style="list-style-type: none"> • Appeal hearings and/or public examinations 	<ul style="list-style-type: none"> • Application form/Interview and references
<p>Education/Qualifications</p>	<p>Grade 8:</p> <ul style="list-style-type: none"> • A degree or diploma in Town & Country Planning recognised by the Royal Town Planning Institute (RTPI) 	<ul style="list-style-type: none"> • Licentiate Membership of RTPI 	<ul style="list-style-type: none"> • Application form/Interview and references
	<p>Grade 9 (as above and also):</p> <ul style="list-style-type: none"> • Eligible for Licentiate Membership of the RTPI; or • Licentiate Membership of RTPI 	<ul style="list-style-type: none"> • Pursuing full membership of RTPI through Assessment of Professional Competence (APC) 	<ul style="list-style-type: none"> • Application form/Interview and references

	<p>Grade 10 (as above and also):</p> <ul style="list-style-type: none"> • Must be eligible for full membership of RTPI; or • Membership of the Royal Town Planning Institute 		<ul style="list-style-type: none"> • Application form/Interview and references
<p>Communication Skills:</p>	<p>All Grades:</p> <ul style="list-style-type: none"> • Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role 		<ul style="list-style-type: none"> • Application form/Interview and references
<p>Other Requirements:</p>	<p>All Grades:</p> <ul style="list-style-type: none"> • Positive attitude to the public and other customers. • Understand role of community in planning policy making. • Willingness to learn • Ability to work out of normal office hours for meetings, surveys, etc • Access to a vehicle insured for business and a valid driving licence. 		<ul style="list-style-type: none"> • Application form/Interview and references

Signed..... Manager

Date.....

Signed..... Employee

Date.....

Name..... Employee

General Notes:

Essential job requirements should be the minimum standard that is acceptable and without which, the applicant could not do the duties of the post. Posts will be graded under the HAY Job Evaluation Scheme on the essential requirements only. Applicants who do not meet the essential criteria should not be shortlisted for interview.

Desirable job requirements should be those which the post holder may reasonably aspire to gain and must be appropriate to the duties and responsibilities of the post. Reference to the desirable criteria will be of particular use when the number of applicants meeting the essential job requirements exceeds the number of applicants to be interviewed.

Where the post requires a DBS disclosure e.g. posts involving work with vulnerable people such as children, the elderly, those with disabilities, learning difficulties or regulatory occupations such as an accountant, a legal executive, or a solicitor; a satisfactory disclosure check will be an essential requirement of the job however a criminal record will not necessarily be a bar to obtaining a position.