

North Hertfordshire District Council
 Planning, Housing & Enterprise
 Planning Officer
 Person Specification



Date issued: April 2021

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<p>All Levels</p> <p>Good computer skills, including proficiency in the use of database and Windows based applications.</p> <p>Levels 2/3/4/5</p> <p>Relevant experience in, preferably, development control and/or planning policy.</p> <p>Experience of negotiation and customer contact.</p>	<p>Understanding of the development control system.</p> <p>Experience in word processing, GIS, Powerpoint etc.</p> <p>Levels 1 & /3</p> <p>Some relevant experience of working in local authority planning and experience of negotiation and customer contact.</p>	<p>Application Form and Interview</p>

	<p>Education/Qualifications;</p> <p>Level 1 A degree in a discipline related to Town and Country Planning with little or no experience in development control and/or planning policy.</p> <p>Level 2 A degree as above, with at least two years experience in development control and / or Planning Policy</p> <p>Level 3 A degree or diploma in Town and Country Planning (recognised by RTPI) with little or no experience</p> <p>Level 4 A degree or diploma as Level 3 plus minimum of 2 years experience in development control and / or Planning Policy</p> <p>Level 5 Membership of the Royal Town Planning Institute and minimum 3 years experience in development control and / or planning policy</p>	<p>Education/Qualifications;</p>	<p>Education/Qualifications;</p> <p>Certification/ Interview</p>
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Planning & Organising Skills:	All Levels Ability to think clearly about issues, plan solutions and pursue effective action. Organised and able to operate with minimal supervision after training.		Application form/interview
Communication Skills:	All Levels Good oral and written communication skills. Good inter-personal skills and team worker.	Good presentation skills.	Application form/interview
Problem Solving Skills & Accountability:	All Levels Methodical and structured approach to problem solving		
Other Requirements:	All Levels Full Driving License and availability of car for use on official duties.		

Signed////////// Manager

Date/////

Signed////////// Employee

Date////..

Name//////////.. Employee