

RUSHCLIFFE BOROUGH COUNCIL

PERSON SPECIFICATION

PLANNING POLICY OFFICER

POST NUMBER: 1304

GRADE: LS 14 to 10

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Understanding of planning policy issues • Understanding of public participation and consultation issues 	<ul style="list-style-type: none"> • Experience of producing local plan documents and supporting publications
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in Town Planning or related subject, OR previous Town Planning experience 	<ul style="list-style-type: none"> • Membership of the RTPi or working towards membership • Evidence of continuing professional development
SPECIALIST KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Ability to demonstrate high standards of verbal and written communication • Ability to demonstrate high standards of numerical skills. • Ability to demonstrate organisational skills 	
IT SKILLS	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of applicable software, including word processing and spreadsheet packages 	<ul style="list-style-type: none"> • Experience of working with Geographical Information Systems and databases
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Team worker • Understand how the principles of equality and diversity need to be applied in a way appropriate to the job 	
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Access to vehicle and current driving licence or ability to arrange independent travel to sites. 	
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Occasional weekend/evening work 	

Approved by: Planning Policy Manager

Date: March 2025

*Reasonable adjustments will be made in line with the Equality Act 2010