

Development and Economic Growth		
Development Management		
Person Specification		
Area Planning Officer		
Post grade: LS 14/10	Post number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Visiting and dealing with the public, face to face, on the telephone and in writing.</p> <p>Preparation of reports/ letters/ statements to inform decision making with considered explanations.</p>	<p>Experience in Development Management</p> <p>1 year recent Local Government Development Management experience.</p> <p>Experience in dealing with Planning Enforcement.</p>
QUALIFICATIONS	Degree or equivalent in Town and Country Planning or related subject. OR suitable relevant experience within Planning.	Full MRTPI or working towards (at appropriate level).
SPECIALIST KNOWLEDGE AND SKILLS	<p>Knowledge of planning process and regulations.</p> <p>Able to read/interpret plans, technical and legal documents.</p> <p>Able to conduct research and site assessments.</p>	
IT SKILLS	Ability to use Microsoft office (Word, Excel, Outlook) and database/GIS applications.	<p>Experience of using IDOX software packages including Uniform database.</p> <p>Experience of using internet and intranet.</p> <p>Experience of using Microsoft Teams or Zoom</p>
PERSONAL QUALITIES	Conscientious and assertive. Able to display sensitivity, tact and	

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	<p>diplomacy when dealing with individuals.</p> <p>Ability to work with the minimum of supervision.</p> <p>Able to analyse problems and generate practical solutions within a regulatory/policy framework.</p> <p>Able to plan work to meet deadlines.</p> <p>Flexible approach to working practices and willingness to work on own. Self-reliant.</p> <p>Able to work in team.</p> <p>Confident to deliver presentations to a wide audience including elected members.</p>	
SPECIAL WORKING CONDITIONS	<p>The organisation of normal working hours may vary to accommodate the requirements of the post.</p> <p>Able to undertake site visits regularly and at short notice, across land, buildings.</p>	
OTHER	<p>Full driving or motorbike licence.</p> <p>Access to a car/vehicle for work purposes.</p>	
<p>PREPARED BY: Andrew Cullen</p> <p>DESIGNATION: Planning Services</p> <p>DATE: March 2025</p>		

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