

| <b>Development and Economic Growth</b> |                                                                                                                                                                                                                                                                                                                                  |                                                                        |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Development Management</b>          |                                                                                                                                                                                                                                                                                                                                  |                                                                        |
| <b>Person Specification</b>            |                                                                                                                                                                                                                                                                                                                                  |                                                                        |
| <b>Area Planning Officer</b>           |                                                                                                                                                                                                                                                                                                                                  |                                                                        |
| <b>Grade LS 14-10</b>                  | <b>Post number: TBC</b>                                                                                                                                                                                                                                                                                                          |                                                                        |
| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                 | <b>DESIRABLE</b>                                                       |
| <b>EXPERIENCE</b>                      | <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 of working within a Local Government Development Management team and dealing with planning submissions.</p> | Experience in dealing with Planning Enforcement.                       |
| <b>QUALIFICATIONS</b>                  | 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).                  |
| <b>SPECIALIST KNOWLEDGE AND SKILLS</b> | <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>                                                                                                                                                  |                                                                        |
| <b>IT SKILLS</b>                       | Ability to use Microsoft office (Word, Excel, Outlook, Teams) and database/GIS applications.                                                                                                                                                                                                                                     | Experience of using IDOX software packages including Uniform database. |

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|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Experience of using internet and intranet. |
| <b>PERSONAL QUALITIES</b>         | <p>Conscientious and assertive. Able to display sensitivity, tact and 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> |                                            |
| <b>SPECIAL WORKING CONDITIONS</b> | <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>                                                                                                                                                                                                                                                                                                                                              |                                            |
| <b>OTHER</b>                      | <p>Full driving or motorbike licence.</p> <p>Access to a car/vehicle for work purposes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |

Prepared by: Andrew Cullen, Planning Manager - Development

Date: August 2026