

<b>Development and Economic Growth</b>		
<b>Development Management</b>		
<b>Person Specification</b>		
<b>Senior Planning Officer</b>		
<b>Post grade: LS 9</b>	<b>Post number: TBC</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<p>Substantial Local Government experience in Development Management.</p> <p>Dealing with planning submissions for a wide range of development proposals, including major/complex housing and commercial developments.</p> <p>Visiting and dealing with the public, face to face, on the telephone and in writing.</p> <p>Dealing with a wide range of stakeholders together with providing advice/guidance to applicants/agents and elected Councillors.</p> <p>Negotiating Section 106 agreements.</p> <p>Preparation of reports/appeal statements.</p>	<p>Experience in Local Plans policy work.</p> <p>Preparing general information for customers.</p> <p>Preparing and delivering presentations.</p> <p>Appearing as witness at appeal hearings.</p> <p>Handling sensitive or controversial cases.</p>
<b>QUALIFICATIONS</b>	<p>Degree or equivalent in Town and Country Planning or related subject, or substantial experience working within a Local Planning Authority.</p>	<p>Licentiate or full member of RTPI.</p>

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<p><b>SPECIALIST KNOWLEDGE AND SKILLS</b></p>	<p>Knowledge of planning process and regulations/legislation.</p> <p>Working knowledge of reading/interpreting plans and technical or legal documents.</p> <p>Able to conduct research and survey work including on site.</p>	
<p><b>IT SKILLS</b></p>	<p>Able to use PC and database applications and Microsoft packages.</p>	<p>Experience of using Idox packages including Uniform database and DMS, or similar.</p> <p>Experience of using ARC View/AR Information GIS system.</p> <p>Experience of using internet and intranet.</p> <p>Experience of using Microsoft Teams or Zoom</p>
<p><b>PERSONAL QUALITIES</b></p>	<p>Able to make logical decisions based on sound data with an unbiased rational approach.</p> <p>Able to put over ideas and arguments in concise, effective convincing way in written and verbal communications.</p> <p>Conscientious and assertive. Able to display sensitivity, tact and diplomacy when dealing with individuals.</p> <p>Able to analyse problems and generate practical solutions within a regulatory/policy framework.</p> <p>Able to take ownership and accountability for one own's workload to ensure success is achieved as a team.</p>	

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	<p>Able to lead and mentor other members of the team to grow by empowering them to progress and develop as part of a team.</p> <p>Flexible approach to working practices and willingness to work on own. Self-reliant and an ability to work with the minimum of supervision whilst also able to work positively in team.</p> <p>Able to plan work to meet deadlines.</p> <p>Confident to deliver presentations to a wide audience including elected members.</p>	
<p><b>SPECIAL WORKING CONDITIONS</b></p>	<p>The organisation of normal working hours may vary to accommodate the requirements of the post. Some evening and weekend working may be necessary.</p> <p>Able to undertake site visits regularly and at short notice, across land, buildings.</p>	
<p><b>OTHER</b></p>	<p>Full driving or motorbike licence.</p> <p>Access to a car/vehicle for work purposes.</p>	
<p>Prepared by: Andrew Cullen, Planning Manager - Development</p> <p>Date: March 2026</p>		