

<b>Development and Economic Growth</b>		
<b>Development Management</b>		
<b>Person Specification</b>		
<b>Area Planning Officer</b>		
<b>Post 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>	<p>Experience in dealing with Planning Enforcement.</p>
<b>QUALIFICATIONS</b>	<p>Degree or equivalent in Town and Country Planning or related subject. OR suitable relevant experience within Planning.</p>	<p>Full MRTPI or working towards (at appropriate level).</p>
<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>	<p>Ability to use Microsoft office (Word, Excel, Outlook) and database/GIS applications.</p>	<p>Experience of using IDOX software packages including Uniform database.</p> <p>Experience of using internet and intranet.</p>

OFFICIAL

		Experience of using Microsoft Teams or Zoom
<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: March 2026