

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

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

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