

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

SPECIALIST KNOWLEDGE AND SKILLS	Knowledge of planning process and regulations/legislation. Working knowledge of reading/interpreting plans and technical or legal documents. Able to conduct research and survey work including on site.	
IT SKILLS	Ability to use Microsoft office (Word, Excel, Outlook, Teams) and database/GIS applications.	Experience of using Idox packages including Uniform database and DMS, or similar. Experience of using ARC View/AR Information GIS system. Experience of using internet and intranet.
PERSONAL QUALITIES	Able to make logical decisions based on sound data with an unbiased rational approach. Able to put over ideas and arguments in concise, effective convincing way in written and verbal communications. Conscientious and assertive. Able to display sensitivity, tact and diplomacy when dealing with individuals. Able to analyse problems and generate practical solutions within a regulatory/policy framework. Able to take ownership and accountability for one own's workload to ensure success is achieved as a team. Able to lead and mentor other members of the team to grow by empowering them to progress and develop as part of a team. Flexible approach to working practices and willingness to work on	

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	own. Self-reliant and an ability to work with the minimum of supervision whilst also able to work positively in team. Able to plan work to meet deadlines. 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. Some evening and weekend working may be necessary. 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, Planning Manager - Development Date: August 2026		