

**Post of Principal Planning Officer
Planning Policy and Projects Team**

Person Specification

Criteria	<i>Skill etc needed</i>		<i>How skills etc will be assessed</i>	
	Essential	Desirable	Application Form	Interview/ Assessment
Skills				
Excellent verbal and written communication skills including being able to communicate effectively with the public	X		X	X
Good interpersonal skills	X		X	
Able to manage own work and projects on own initiative	X		X	
Able to manage work of other team members	X		X	X
Familiarity with Microsoft Office packages	X		X	X
Able to work as part of a team	X		X	X
Desire to contribute towards the management of the unit	X			X
Well-developed analytical skills and ability to interpret statistical data	X		X	X
Good presentation skills	X		X	X
Understanding of, and enthusiasm for, the role of planning in meeting corporate and community objectives	X		X	X
Ability to work to strict deadlines	X		X	
Good negotiation skills	X		X	X
Qualifications				
Degree, or post –graduate qualification, in Town Planning	X		X	
Membership of RTPI (or eligible for)	X		X	
Management qualification (or working towards)		X	X	

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Experience/Knowledge				
Significant and varied experience of planning policy work	X		X	X
Experience of supervising staff on projects	X		X	X
Experience of managing budgets		X	X	
Thorough knowledge of the Local Development Framework process	X		X	X
Understanding of the importance of monitoring and practical experience of its implementation	X		X	X
Experience of public consultation	X		X	X
Experience of advising elected members	X		X	X
Familiarity with current planning and regeneration issues	X		X	
Awareness of the concept of Best Value/CPA and understanding of achieving performance objectives		X	X	
Awareness of role of websites in promoting/consulting on planning issues	X		X	X
Familiarity with GIS systems	X		X	
Awareness of modernising local government agenda	X		X	
Experience of team approaches to problem solving	X		X	X
Acted as expert witness at public inquiries/contributed to discussion at public examination		X	X	
General				
Ability to work outside normal office hours if required	X		X	
Driving licence		X	X	
Car available for work		X	X	