

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

**Person Specification**

<b>Criteria</b>	<b><i>Skill etc needed</i></b>		<b><i>How skills etc will be assessed</i></b>	
	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>Interview/Assessment</b>
<b>Skills</b>				
Good 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 with minimal supervision	X		X	
Familiarity with Microsoft Office packages	X		X	X
Able to work as part of a team	X		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	
<b>Qualifications</b>				
Degree, or post –graduate qualification, in Town Planning	X		X	
Membership of RTPI (or eligible for)	X		X	

<b>Criteria</b>	<b>Skill etc needed</b>		<b>How skills etc will be assessed</b>	
	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>Interview</b>
<b>Experience/Knowledge</b>				
Experience of preparing planning policy	X		X	X
Working knowledge of the Local Development Framework process	X		X	X
Understanding of the importance of sustainability appraisals and a working knowledge of guidance relating to their preparation	X		X	X
Experience of public consultation	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	
Experience of team approaches to problem solving		X	X	
Acted as expert witness at public inquiries/contributed to discussion at public examination		X	X	
<b>General</b>				
Ability to work outside normal office hours if required	X		X	
Driving licence		X	X	
Car available for work		X	X	