

PERSON SPECIFICATION

Sets out the qualities which are either essential or desirable for the postholder to enable him/her to carry out duties effectively.

The Assistant Planning Officer and Planning Officer are career graded posts linked to the knowledge and experience of the postholder. Assistant Planning Officers are likely to be starting out on their careers in planning and will be provided the opportunity to develop towards the Planning Officer grade by demonstrating knowledge and competency. Planning Officers will have had prior experience of working in a development management role and ideally be progressing towards Chartered Membership of the Royal Town Planning Institute.

Criteria determining progression through the grade structure from Grade E to Grade F

Employees looking to develop from the Assistant Planning Officer role to Planning Officer must demonstrate they meet the required competency levels that should be gained by experience and knowledge acquired through coaching and experiential learning.

Planning Officers will be able to manage more complex planning applications, work with less supervision and be able to provide more advice to colleagues and customers on planning matters. They will be expected to be further advanced in their professional development.

Criteria for progression to Grade F:

The ability to work under general direction, without close supervision and with personal responsibility for a wide range of development management casework, including pre-application advice, the processing of more complex planning applications, e.g. small scale housing development, ensuring that these are effectively and efficiently carried out to identifiable deadlines in a manner that is consistent with planning policy and is successful in meeting service-wide and corporate targets and objectives.

Demonstrable experience, knowledge, and skills to make competent professional judgements in relation to development management, enforcement and policy related planning matters with limited supervision.

Demonstrable experience of independently and competently leading on a range of written representation appeal cases, including more complex cases.

Demonstration of skills and competence in handling pressure.

Track record of meeting service-wide and corporate performance indicators, targets and customer service standards.

Demonstration of professional development towards Chartered Membership of the Royal Town Planning Institute (MRTPI).

Post Title: Assistant Planning Officer/ Planning Officer

Post No: CCC

Scale: Grades E or F (with defined career progression from Grade E)

Essential (E) / Desirable (D)

Qualifications

Experience

Grade E

Grade E

CAREER ROUTE OPTION 1

Minimum of 2 A Levels or Equivalent (E)
5 GCSE's including Maths, English and Geography Grades A-C or Equivalent (E)
Town and Country Planning Degree or Equivalent Grade F (D)

Experience of working in a planning environment, preferably in development management (E)

Experience of dealing with a technical planning caseload, including small-scale planning applications (E)

Eligible for Chartered Membership of the Royal Town Planning Institute (D)

Experience of supporting Planning Appeals (D)

OR

CAREER ROUTE OPTION 2

Town and Country Planning Degree or Equivalent (E)
Minimum of 2 A Levels or Equivalent (E)
5 GCSE's including Maths, English and Geography Grades A-C or Equivalent (E)

Experience of working in a planning environment, preferably in development management (D)

Experience of dealing with a technical planning caseload, including small-scale planning applications (D)

Eligible for Chartered Membership of the Royal Town Planning Institute (D)

Experience of supporting Planning Appeals (D)

Grade F

Grade F

As above

Experience of independently dealing with a wide range of development management casework, including the processing of more complex planning applications (E).

Experience of leading on written representation Planning Appeal cases, including more complex cases (E)

Aptitudes/Skills

Ability to understand technical issues relating to development (E)
 Ability to understand and interpret plans and policy documents (E)
 Design Appreciation (E)
 Effective communication both written and spoken (E)
 IT skills including Microsoft office (E)
 Problem Solving Skills (E)
 Interpersonal skills including negotiating and influencing (E)
 Ability to work under pressure and meet tight deadlines (E)
 Ability to weigh up conflicting views and issues (E)
 Ability to produce clear, concise and well-reasoned reports (E)
 Ability to work with minimum supervision, which will be expected to lessen as knowledge and experience is gained (E)

Behavioural Attributes

Ability to work effectively as part of a team (E)
 Able to prioritise and balance a varied workload (E)
 Customer Focus (E)
 Accuracy and attention to detail (E)
 An interest in the built and natural environment (E)
 Enthusiastic and self-motivated (E)
 Strong customer focus (E)
 Flexible with a “can do” attitude (E)
 Proactive approach (E)
 Takes personal responsibility and uses resources effectively and efficiently (E)
 Open to change and commitment to continuous improvement (E)
 Demonstrates integrity, commitment to equality and diversity and behaviours consistent with the Council’s values (E)

Interests

Evidence of interest in the current and planned built environment (E)
 Commitment to continuous professional development (E)

Physical

Ability to carry out site visits and attend the office (E)

Any other (not specified above)

Commitment to health and safety (E)
 Full driving license and ability to drive to various locations as appropriate to the demands of the post (E)