

## Person Specification



POST : Planning Officer (DM)	GRADE: 9
------------------------------	----------

DIRECTORATE : Chief Executive	POST NO :
-------------------------------	-----------

<b>COMPETENCIES</b> (All competencies listed are essential to the post)	<b>METHOD OF ASSESSMENT</b> (Application Form/ Interview/Test)
<b>One Team One Wyre</b>	
Works with colleagues across the Council and with partner organisations to achieve the best outcomes.	Application Form/ Interview
Builds effective relationships outside immediate team.	Application Form/ Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Application Form/ Interview
Shares a sense of pride in the work of the Council.	Application Form/ Interview
Communicates effectively.	Application Form/ Interview
Professional and polite and earns the respect of management and colleagues.	Application Form/ Interview
<b>Together We Can</b>	
Works flexibly and is receptive to new ideas and different ways of working.	Application Form/ Interview
Demonstrates a positive can do approach.	Application Form/ Interview
Embraces a culture of continuous improvement.	Application Form/ Interview

<b>COMPETENCIES</b> (All competencies listed are essential to the post)	<b>METHOD OF ASSESSMENT</b> (Application Form/ Interview/Test)
<b>Work Smart</b>	
Ensures public money is spent in the smartest way possible.	Application Form/ Interview
Is accountable and transparent and takes responsibility for own actions.	Application Form/ Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Application Form/ Interview
Evaluates and manages operational risk.	Application Form/ Interview
Organised in terms of prioritising and completing work.	Application Form/ Interview
Takes responsibility for own personal development.	Application Form/ Interview

<b>QUALIFICATIONS</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> (Application Form/ Interview/Test)
Relevant degree or equivalent level qualification.	DESIRABLE	Application Form/ Interview
Professional qualification in Town Planning.	DESIRABLE	Application Form/ Interview
Corporate Membership of the Royal Town Planning Institute	DESIRABLE	Application Form/ Interview
Relevant recent Continuing Professional Development activity	DESIRABLE	Application Form/ Interview

<b>SKILLS / KNOWLEDGE / ABILITIES</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> (Application Form/ Interview/Test)
A thorough knowledge and understanding of the national planning framework, planning policy development, and any other relevant current legislation and guidance; and of current developments in planning practice.	ESSENTIAL	Application Form/ Interview

Effective communication skills, including multi-media, oral and written using IT equipment and being computer literate.	ESSENTIAL	Application Form/ Interview
Ability to analyse, interpret and present information in a clear, structured and readily understood manner.	ESSENTIAL	Application Form/ Interview
Effective organisational skills and the ability to manage a diverse workload	ESSENTIAL	Application Form/ Interview
Ability to work on effectively on own initiative as well as part of a team.	ESSENTIAL	Application Form/ Interview
Ability to make decisions and take appropriate action using professionalism and good judgement.	ESSENTIAL	Application Form/ Interview
Problem anticipation and solving abilities and the ability to present arguments logically and persuasively.	ESSENTIAL	Application Form/ Interview
Knowledge and understanding of current developments in service delivery in local government.	DESIRABLE	Application Form/ Interview
Effective negotiation skills.	DESIRABLE	Application Form/ Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application Form/ Interview/Test)</b>
Demonstrable, extensive post qualification experience of development management work.	DESIRABLE	Application Form/ Interview
Experience of preparing written reports and appeal statements relating to planning applications	ESSENTIAL	Application Form/ Interview
Experience of dealing directly with applicants and agents and other members of the public both face to face in person and via other methods of communication	ESSENTIAL	Application Form/ Interview
Experience of planning enforcement work	DESIRABLE	Application Form/ Interview
Experience of dealing with Councillors both face to face in person and via other methods of communication	DESIRABLE	Application Form/ Interview
Experience/understanding of Local Authority functions, operation and responsibilities	DESIRABLE	Application Form/ Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	ESSENTIAL	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	ESSENTIAL	Application Form/ Interview
Valid Driving Licence or other acceptable means of mobility.	ESSENTIAL	Application Form/ Interview
Flexibility to work occasionally out of normal working hours	ESSENTIAL	Application Form/ Interview
Ability and willingness to undertake relevant staff development and to maintain professional standards and expertise.	DESIRABLE	Application Form/ Interview

PREPARED BY: David Thow	DATE: June 2018
-------------------------	-----------------

The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability