

**PERSON SPECIFICATION**

**Senior Planning Officer**

<b>SKILLS</b>	<b>KNOWLEDGE</b>	<b>ATTAINMENT</b>	<b>ATTITUDE</b>
<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>
Problem solving Negotiation Good interpersonal skills to develop and maintain effective working relationships Administration Computer literate Ability to work accurately under pressure to meet deadlines Communication skills including report writing and presentation skills Good time/workload management Ability to read and interpret maps, plans and technical drawings Numeracy	Environmental awareness Planning legislation Design principles Awareness of the issues facing planning, and of the economic, political and social context of planning decisions. Proven knowledge of Microsoft Office products	Educated to Masters level Planning qualification Membership or working towards membership of RTPI. Experience managing a planning application caseload, including major planning applications for residential and commercial development. Successful planning appeal record. Experience in dealing with the general public and written/oral enquiries Access to car Full driving licence Ability to engage with and support elected Members	Driven to deliver high quality service to both internal and external clients Willing to be adaptable and flexible to meet changing service demands Customer focussed Self-motivated Responsible Team worker Positive Proactive Politically aware Promote positive and professional image of the service
<b>DESIRABLE</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>
Mentoring/ supervisory skills and/or experience	Knowledge of Urban Design, Construction and Landscaping matters Knowledge of CAPS/Uniform	Previous public sector experience Any other related professional qualification/relevant experience: * Architectural * Forward planning * Conservation * Enforcement * Economic development	Commitment to Planning Services and engagement with all parties involved in development Progressive and Innovative Corporate Strategic