

Person Specification

Senior Planning Officer	
Experience/ Knowledge	<ul style="list-style-type: none"> • A wide range of experience associated with the production of a Local Plan and planning policy documents. • Experience of interfacing with a high degree of professionalism, with colleagues within the Council and representatives of other Local Authorities and Partners. • Minimum of two years' experience of working in a planning policy team. • Experience of project-managing the preparation and delivery of planning policy documents, undertaken in-house or by consultants, including procurement of services.
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a related subject. • Eligible for membership of the Royal Town Planning Institute. • Full clean driving licence.
Competencies/ Skills	<ul style="list-style-type: none"> • Ability use manual and computerised planning record systems, ideally including setting up and using Access databases and IDOX. • To have a good working knowledge of Microsoft Office and Geographical Information Systems (GIS). • Ability to work collaboratively with stakeholders both internal and external, face-to-face and via telephone or email in a professional and timely manner. • Ability to understand, summarise and communicate clearly complex documents and other information. • Excellent verbal and written communication skills to present clear, concise and well-argued reports. • Ability to lead, motivate and develop staff within a Planning environment. • Good analytical skills. • The ability to negotiate, demonstrate and communicate ideas effectively with professionals and non-specialists by verbal, written and graphical means. • Good working knowledge of current planning legislation, policy and trends at national level. • Ability to use own initiative to organise and manage own workload effectively, whilst providing best value and a quality service to all customers. • Ability to work to tight deadlines in an environment of conflicting priorities.

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Personal Qualities and Attributes	<ul style="list-style-type: none">• Good interpersonal skills to build relationships and communicate with all and to help resolve conflict in a calm and diplomatic decisive manner.• A commitment to continuous professional development.• A commitment to developing and maintaining high levels of customer care.• To be a team player with a flexible approach to undertaking tasks.
Personal Circumstances	<ul style="list-style-type: none">• The job will involve some occasional evening and weekend working.