



Person Specification

Post Title: Senior Planning Officer		Section: Planning (Development Management)	
Directorate: Place			
Essential Requirements	AM	Desirable Requirements	AM
Knowledge			
<ul style="list-style-type: none"> Knowledge of the Town and Country Planning System, statutory and regulatory procedures and the National Planning Policy Framework. Knowledge of Local Government structure and responsibilities. 	a, i & c		a & i
Qualifications			
<ul style="list-style-type: none"> Full professional planning qualification (recognised by the RTPI). Membership of the Royal Town Planning Institute or eligibility to become a member. 	a, i & c		a, i & c
Experience			
<ul style="list-style-type: none"> Working within a Development Management environment and assessing and determining planning applications. Experience of negotiating on planning proposals to improve outcomes. Experience of representing the Council at appeal. Providing advice and engaging with members of the public, Elected Members and other stakeholders. 	a & i	<ul style="list-style-type: none"> Attending and presenting cases at planning committee 	a & i
Skills			
<ul style="list-style-type: none"> Ability to organise and prioritise work effectively, to work to 	a & i	<ul style="list-style-type: none"> Urban design skills 	a & i



<p>deadlines and manage a workload effectively.</p> <ul style="list-style-type: none"> • Excellent communication skills; oral and written. • Ability to prepare reports and attend meetings as required with Members, developers, members of the public etc. • Ability to interpret and assess architectural drawings and plans. • Ability to work effectively as part of a team or on own initiative. • Good negotiating skills. • Strong IT skills, including use of Microsoft packages 			
Other Requirements			
<ul style="list-style-type: none"> • Must be eligible to work in the UK and possess a current work permit appropriate to the job role. • Hold a full Driving Licence and an ability to travel around the District as required meeting the requirements of the Service. 	a & i		a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	Planning Manager - Development Management
Date approved:	28.10.2025
Reviewed:	Team Leader – Development Management