

Tunbridge Wells Borough Council

Person Specification



POST TITLE: Planning Officer

GRADE: 4 – 5 (Career Grade)

SERVICE: Planning - Development Management

This is a career graded post. Please refer to the relevant progression criteria guidance.

Person Specification: Planning Officer (Grade 4)

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> - Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner 	<ul style="list-style-type: none"> - Work experience of planning or a related discipline 	Application form, interview and practical exercise
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> - Educated to degree standard or similar - Training for (or has) planning qualification <p>OR</p> <ul style="list-style-type: none"> - In exceptional circumstances - where there is demonstrated practical alternative experience and a willingness and ability to train for planning qualification 	<ul style="list-style-type: none"> - Licentiate membership of Royal Town Planning Institute (RTPI)/ working towards membership of RTPI 	Application form
KNOWLEDGE	<ul style="list-style-type: none"> - Basic knowledge of planning legislation and guidance 	<ul style="list-style-type: none"> - Detailed knowledge of Development Management and appeal procedures 	Application form, interview and practical exercise
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> - Demonstrable ability to interpret and assess plans - Persuasion and negotiating skills to resolve competing issues - Well developed organisational skills with analytical systematic approach - Well developed written and presentational skills, including writing well constructed reports 		Application form, interview and practical exercise

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> - Ability to understand written and verbal information including those with some complexity - Ability to produce high quality work consistently and to meet deadlines - Understanding of legislation, policies and guidelines and the ability to apply these to Development Management procedures - IT skills including Word, Outlook and PowerPoint 		
DISPOSITION/ ATTITUDE	<ul style="list-style-type: none"> - Able to meet deadlines and work under pressure - Able to work as part of a team - Able to balance case load of planning applications/pre-application requests with technical and administrative work, as required operationally - Undertake work independently using judgement as to when to seek assistance from colleagues and the Development Manager(s) 		Application form and interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> - Car driver - Full valid UK Driving Licence (or equivalent) - Physical ability to carry out site inspections, which may be in rural areas. 		Application form