

Tunbridge Wells Borough Council
Person Specification



POST TITLE: Senior Planning Officer

GRADE: 6

SERVICE: Planning

Person Specification: Senior Planning Officer (Grade 6): The “Experience” and “Practical & Intellectual Skills” sections specifically reflect the fact that this role is in Development Management.

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none">- At least two years experience of undertaking work in or closely related to Development Management or planning policy- Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner- Demonstrable experience of dealing with proposals of the types of development.- Demonstrable experience of providing relevant statements and documentation for Planning Appeals: Written Representations- Experience of presenting to Planning Committee	<ul style="list-style-type: none">- Experience of providing relevant statements and documentation for Planning Appeals : Inquiries- Experience of representing the council at planning appeals, including representing the council at Hearings and Inquiries	Application form, interview and practical exercise
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none">- Eligible for membership of Royal Town Planning Institute (RTPI)	<ul style="list-style-type: none">- Membership of the RTPI	Application form
KNOWLEDGE	<ul style="list-style-type: none">- Detailed and in depth knowledge of planning legislation and guidance		Application form, interview (and practical exercise)
PRACTICAL &	<ul style="list-style-type: none">- Demonstrable ability to interpret and		Application

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
INTELLECTUAL SKILLS	<p>assess complex plans and information relating to proposals of the types of development.</p> <ul style="list-style-type: none"> - High level persuasion and negotiating skills to resolve complex competing issues and to achieve high quality development. - Highly developed organisational skills with analytical systematic approach and ability to prioritise conflicting workload - Highly developed written and presentational skills, including writing well constructed reports and delivering effective verbal presentations (including presentations at Planning Committee) - Ability to produce high quality complex work consistently and to meet deadlines - Highly developed understanding of legislation, policies and guidelines - The ability to apply these to development proposals to achieve quality solutions and contribute to the development of new policies and procedures - IT skills including Word, Outlook and Powerpoint 		form, interview (and practical exercise)
DISPOSITION/ ATTITUDE	<ul style="list-style-type: none"> - Undertake work independently using judgement as to when to seek assistance from colleagues and the Development Management Team Leader or Development Manager - Able to meet deadlines and work under pressure - Able to work as part of a team 		Application form, interview and practical exercise
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> - Car driver - Full Driving Licence - Physical ability to carry out site inspections, which may be in rural areas. 		Application form