

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Planning Officer (Development Management)

Grade: 7-9

Post Ref: DD322

Date: February 2024

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Experience of working in development management within a local authority	Application form and interview	Wide experience of development management within a local authority including experience of appeals and enforcement
(2) Formal Academic Qualifications	RTPI accredited planning qualification.	Application form and Certificate(s)	A levels in one or more of the following art and graphic design, business studies, economics, English, environmental studies, geography, history, ICT, psychology, politics
(3) Vocational Qualifications and Training		Application form and Certificate(s)	Student, Associate, Licentiate, or Chartered membership of the RTPI
(4) Specialist Knowledge	Knowledge of planning legislation and National Planning Policy. Working knowledge of Microsoft applications, sufficient to input and retrieve data using packages such as Word, Excel and Outlook.	Application form and interview	
(5) Special Working Conditions	Ability to travel around the Borough for work purposes	Application Form / Interview	Attendance at meetings, site visits and undertaking other duties at unsociable hours

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	All employees are required to comply with the Authority's No Smoking Policy.	Interview	

Competency	Behaviours		How Assessed
Planning and Organising	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	Either Application form, interview, or references
Organisational Development	4.	Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	Either Application form, interview, or references
Communication	7.	Demonstrates required skill in all forms of written oral and technological communication.	Either Application form, interview, or references
	8.	Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	Either Application form, interview, or references
Focusing on our citizens	15.	Inform citizens/councillors how their views, needs and requests are included in plans or decisions.	Either Application form, interview, or references

Leadership	23.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.	Either Application form, interview, or references
	26.	Has the ability to negotiate and influence others to obtain a 'win win' solution.	Either Application form, interview, or references
	28.	Makes decisions confidently and quickly when necessary.	Either Application form, interview, or references
Managing Change	35.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	Either Application form, interview, or references
Performance Management	44.	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	Either Application form, interview, or references
Living the values	48.	Demonstrate high standards of personal and professional conduct and be a role model to others.	Either Application form, interview, or references
	50.	Is prepared to admit to having made a mistake.	Either Application form, interview, or references
Health and Safety	51.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Either Application form, interview, or references