

**Newcastle-under-Lyme Borough Council**

**PERSON SPECIFICATION**

**Job Title:** Senior Planning Officer

**Grade:** 11

**Post Ref:** DD316

**Date:** February 2024

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>(1) Relevant Experience</b>	Experience in dealing with a wide range of development management and conservation issues	Application form/ references/interview.	Experience of attendance at Committee, Planning Inquiries, Hearings and Member meetings and site visits or other comparable experience.	Application form/ references/interview.
<b>(2) Formal Academic Qualifications</b>	Minimum 5 GCSEs at grade A-C (old grades) or 9-4 (new grades) including English or Maths.  A degree or equivalent in Town and Country Planning or closely related qualification where planning was a primary element.	Application form/ certificate(s).		
<b>(3) Vocational Qualifications and Training</b>	Corporate membership of the RTPI (or eligibility for immediate application)  Ability to travel around the Borough for work purposes	Application form/ certificate(s).  Application form / Interview		Application form/ certificate(s).

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
<b>(4) Specialist Knowledge</b>	<p>A thorough knowledge of the legislation and national/local planning policies relating to the delivery of an efficient and effective Development Control Service.</p> <p>A good knowledge of local government.</p> <p>Working knowledge of Microsoft applications, sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.</p>	Application form/interview.		
<b>(5) Special Working Conditions</b>	<p>Able to give planning advice to and attend Planning Committee and other Council meetings as required, occasional evening, weekend or other out-of-hours work.</p> <p>All employers are required to comply with the Authority No Smoking Policy.</p>	<p>Application form/ interview.</p> <p>Interview</p>		

<b>(6) Core Competencies</b>	DEFINITION	HOW ASSESSED
<b>Planning and Organising</b>	<p>1. Has the ability to organise own time effectively and creates own work schedules, prioritises, prepares in advance and sets realistic timescales.</p> <p>5. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure.</p>	Application Form/Interview

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>
<b><i>Continuous Improvement</i></b>	6. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. 7. 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.	Application Form/Interview
<b><i>Job Knowledge</i></b>	11. Seeks to understand how their job supports the strategic direction of the Authority.	Application Form/Interview
<b><i>Communication</i></b>	12. Communicates information clearly, accurately, positively and in a timely manner.  14. Demonstrates required skill in all forms of written, oral and technological communication.	Interview  Application Form
<b><i>Customer Service and Support</i></b>	17. Provides excellent service to external/internal customers by focusing on understanding and meeting customer needs.	Interview
<b><i>Leadership/ Management</i></b>	29. Has the ability to negotiate and influence others to obtain a 'win win' solution. 31. Has the ability to delegate the appropriate tasks taking in to consideration subordinates skills and abilities	Interview/Application Form  Application Form/Interview
<b><i>Strategic Thinking</i></b>	39. Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.	Application Form/Interview

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>
<b><i>Change Management</i></b>	44. Demonstrates a continuous positive attitude whilst embracing change initiatives.	Interview
<b><i>Managing Performance</i></b>	46. Actively helps others to improve performance and provides constructive feedback. 48. Ensures that people are clear about their own responsibilities and accountabilities.	Application Form/Interview
<b><i>Treating People Fairly</i></b>	53. Has the ability to demonstrate through behaviour and language, commitment to the council's Equal Opportunities Policy, both within the workplace and in service provision.	Application Form Interview
<b><i>Health and Safety</i></b>	54. Demonstrates basic understanding of Health and Safety responsibilities within the workplace. .	Application Form/Interview