

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Planning Policy Officer

Grade: 7

Post Ref: BB69

Date: December 2020

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Experience of working in a local authority	Application form and interview.	Experience of working in a planning policy team within a local authority.
(2) Formal Academic Qualifications	RTPI accredited planning qualification. Or Educational background that makes one eligible for Associate Membership of the RTPI.	Application form and presentation of the relevant certificate.	
(3) Vocational Qualifications and Training	Current valid driving licence. Access to a vehicle that the postholder is prepared to use for work purposes.	Production of driving licence.	Any relevant postgraduate qualification of any additional related training.
(4) Specialist Knowledge	A good knowledge of statutory planning and of local government. Familiarity with a wide range of IT applications. Working knowledge of	Application form and interview	Any particular specialism within the scope of planning policy would be advantageous. Good presentation skills.

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	Microsoft applications. The ability to learn about and operate more IT applications.		
(5) Special Working Conditions	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.	Application form, interview, or references
	2.	Accepts constructive feedback and makes adjustment accordingly	
Organisational Development	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Application form, interview, or references
	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.	
Communication	5.	Communicates information clearly, accurately, positively and in a timely manner.	Application form, interview, or references
	7.	Demonstrates required skill in all forms of written oral	

		and technological communication.	Application form, interview, or references
Focusing on our citizens	12. 15.	Anticipate communities' likely future needs and put plans in place to address them. Inform citizens/councillors how their views, needs and requests are included in plans or decisions.	Application form, interview, or references
Leadership	23. 26. 30.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public. Has the ability to negotiate and influence others to obtain a 'win win' solution. Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	Application form, interview, or references Application form, interview, or references Application form, interview, or references
Strategic Thinking	32 34	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. Considers the implications of plans or proposals on the rest of the council to include partners, stakeholders citizens or councillors.	Application form, interview, or references Application form, interview, or references

Managing Change	38.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	Application form, interview, or references
Performance Management	42	Evaluate mistakes and learn from them	Application form, interview, or references
	44.	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	Application form, interview or references
Living the values	48.	Demonstrate high standards of personal and professional conduct and be a role model to others.	Application form, interview, or references
	49.	Ensure actions are in line with what citizens should expect from Council employees	Application form, interview, or references
Health and Safety	51.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Application form, interview, or references