

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Planning Policy Officer

Grade: Grade 7/8 (Progression beyond Grade 7 subject to obtaining MRTPI and performance).

Post Ref: TBC

Date: June 2019

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience		Application form and interview.	Experience of planning policy work in a local authority.
(2) Formal Academic Qualifications	RTPI accredited planning qualification.	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. The ability to learn about and operate more IT applications.	Application form and interview.	Any particular specialism within the scope of planning policy would be advantageous Good presentation skills.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(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 or Interview or References
	2.	Accepts constructive feedback and makes adjustments 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 or 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.	Application Form or Interview or References
Communication	5	Communicates information clearly, accurately, positively and in a timely manner.	Application Form or Interview or References
	7	Demonstrates required skill in all forms of written oral and technological communication.	Application Form or Interview or References

Focusing on our citizens	12.	Anticipate communities' likely future needs and put plans in place to address them.	Application Form or Interview or References
	15..	Inform citizens/councillors how their views, needs and requests are included in plans or decisions.	Application Form or 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.	Application Form or Interview or References
	26.	Has the ability to negotiate and influence others to obtain a 'win win' solution.	Application Form or Interview or References
	30.	Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	Application Form or Interview or References
Strategic Thinking	32.	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 or Interview or References
	34.	Considers the implications of plans or proposals on the rest of the council to include partners, stakeholders citizens or councillors.	Application Form or Interview or References
Managing Change	38.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Application Form or Interview or References

<p>Performance Management</p>	<p>42. 44.</p>	<p>Evaluate mistakes and learn from them. .Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.</p>	<p>Application Form or Interview or References Application Form or Interview or References</p>
<p>Living the values</p>	<p>48. 49.</p>	<p>Demonstrate high standards of personal and professional conduct and be a role model to others. Ensure actions are in line with what citizens should expect from Council employees.</p>	<p>Application Form or Interview or References Application Form or Interview or References</p>
<p>Health and Safety</p>	<p>51.</p>	<p>Demonstrates basic understanding of Health and Safety responsibilities within the workplace.</p>	<p>Application Form or Interview or References</p>