

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Senior Planning Policy Officer

Grade: 10

Post Ref: TBC

Date: June 2019

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Significant experience of Planning Policy work in, or on behalf of a local planning authority	Application form/interview	Working for a local planning authority in a non-policy role. Planning policy work for the private sector. Experience of effective stakeholder and member engagement. Experience of Local Plan Examination
(2) Formal Academic Qualifications	RTPI accredited planning qualification OR Educational background that makes one eligible for Associate Membership	Application form/ Certificates	A relevant postgraduate qualification.
(3) Vocational Qualifications and Training	Membership of RTPI (Chartered) or working towards Chartered Membership of the RTPI, which could include eligibility for Associate Membership of the RTPI Current valid driving licence. Access to a vehicle that the	Application form/ Certificate/ Production of driving licence	Any related training.

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	postholder is prepared to use for work purposes.		
(4) Specialist Knowledge	<p>A very good knowledge of statutory planning and local government.</p> <p>Familiarity with a wide range of IT applications.</p> <p>The ability to learn about and operate more IT applications.</p>	Application form and interview	<p>Any particular specialism within the scope of planning policy would be advantageous.</p> <p>Good presentation skills.</p> <p>Knowledge and experience of Microsoft Access and GIS</p>
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy.		

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.	Application Form or Interview or References

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
	6	Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	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
	13.	Inform citizens/councillors how their views, needs and requests are included in plans or decisions.	Application Form or Interview or References
Leadership	20	Provides effective leadership and values to the team, passing on own skills and knowledge where possible by using an effective coaching style.	Application Form or Interview or References
	23	Build and maintain good working	Application Form or Interview or References

	27	relationships with people inside and outside the council, including Councillor, partners and members of the public. Plans the use of deployment of resources and shares information about how things are progressing against plans and what changes will be made to plans as a result.	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	31	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating.	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	35.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	Application Form or Interview or References
	36	Is prepared to challenge where others are not seeing the wider implications.	Application Form or Interview or References
Performance Management		Evaluates mistakes and learns from them.	Application Form or Interview or References
	42	.	Application Form or Interview or References

Living the values	48.	Demonstrate high standards of personal and professional conduct and be a role model to others.	Application Form or Interview or References
Health and Safety	51	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Application Form or Interview or References