

Person Specification

JOB TITLE:	Development Management Officer	POST NO:	002929, 012796, 011150, 014111, 014112
GRADE:	7-9	DEPARTMENT:	Place & Economy
HOURS	Full Time		
DIVISION:	Planning	EXECUTIVE DIRECTOR:	Adrian Chapman
DATE:	March 2023	COMPLETED BY:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Current relevant planning legislation and regulation (A/I) 	<ul style="list-style-type: none"> Current legislation and regulation in other related areas (A/I)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Effective delivery of performance in line with local and national targets (A/I) Delivering high qualities services to both internal and external customers (A/I) Effective verbal and written communication skills (P) Ability to prioritise workloads and meet strict deadlines (W) Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I) 	<ul style="list-style-type: none"> EDRMS/GIS systems use (A/I)
EXPERIENCE	<p>1 years' experience of development experience in a planning, development, plan/technical drawing, architecture or related context (A/I)</p> <p>AND / OR the qualifications set out below having regard to the Career Progression details in the Job Description (A)</p>	
QUALIFICATIONS	<p>Minimum qualifications:</p> <ul style="list-style-type: none"> 5 GCSE or equivalent passes (A) Educated to A-level or equivalent Degree or equivalent in town planning or related subject (A/D) 	<ul style="list-style-type: none"> Eligible for membership of RTPI or related discipline (A/D) Additional qualification or expertise in a relevant specialised discipline (A/D)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Full driving licence (D) 	<ul style="list-style-type: none"> Vehicle available for work (I)
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	

CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	
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[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]