

**Person Specification**

**JOB TITLE:** Senior Strategic Planning Officer      **POST NO:** 011339

**GRADE:** 11      **DEPARTMENT:** Planning

**HOURS:** 37

**DIVISION:** Place and Economy      **DIRECTOR:** Adrian Chapman

**DATE:** July 2024      **COMPLETED BY:** Gemma Wildman

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>A high level of knowledge and understanding of current planning issues and legislation, especially in the fields of planning policy and statutory development plans.</li> </ul>	<ul style="list-style-type: none"> <li>A good general knowledge of housing and environmental policy, strategy and delivery issues.</li> <li>A thorough knowledge of local government practices and procedures.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>The ability to analyse planning issues and information, draw conclusions and write reports in a logical, accurate and concise way, with sound recommendations.</li> <li>The ability to prioritise work and meet deadlines.</li> <li>The ability to liaise and negotiate with developers, landowners, other local authority officers and other interested parties including members of the public, and to develop good working relations with external organisations.</li> <li>The ability to work flexibly as a member of a team, according to changing work priorities.</li> <li>The ability to exercise initiative and work independently with limited supervision.</li> <li>The ability to explain planning policies and proposals to the public and present reports and evidence at meetings, public inquiries and examinations in public</li> <li>The ability to organise detailed information either manually or using computer systems</li> <li>Good keyboard skills and knowledge of relevant software packages – particularly Microsoft.</li> </ul>	<ul style="list-style-type: none"> <li>The ability to organise detailed information either manually or using computer systems.</li> </ul>

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Substantial experience of working in the fields of planning policy and/or statutory development plans. (A&amp;I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a local authority planning department.</li> <li>Some knowledge of minerals and waste local planning</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or post-graduate qualification in Town and Country Planning or closely related subject giving eligibility for Membership of the Royal Town Planning Institute.</li> </ul>	<ul style="list-style-type: none"> <li>A current driving licence.</li> <li>Relevant Continuing Professional Development record and a Professional Development Plan.</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>The ability to make site visits by car, bicycle or other acceptable means.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	

**Appendix 1 - Structure (as at July 2024)**

