

# Person specification

## Post

Career Graded Planner

## Values

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

## Specification

Please indicate which attributes are Essential/Desirable and measured in the Interview/ Application/Test.

## Personal qualities / Aptitudes / Behaviours

- Inspires confidence and trust with people at all levels. (G)
- Welcomes new ideas and seeks to understand how they can be applied to work. (G)
- Continuously develops and updates professional expertise. (G)

- Demonstrates an ability to organise own work to maximise efficiency and productivity and to meet required performance targets. (G)
- Flexible approach to work hours, location, and getting the job done. (G)
- Acts with tact and diplomacy in all aspects of work. (G)
- Shows initiative and is a proactive self-starter. (G)
- Ability to think critically and problem solve. (G)

## **Education/ Qualifications**

- Degree or Equivalent (Grade 4 and above)
- Post qualification work experience in a professional office in the field of Town Planning (Grade 5 and above)
- Post qualification experience with the ability to deal with the full range of planning application matters in all respects (Grade 6 and 7)

## **Experience/ Knowledge**

- Knowledge and understanding of dealing with planning applications and legislation, including whether development proposals require permission in accordance with statutory and Council policy and procedure.

## **Skills and Abilities**

- Ability to prepare reports on planning applications and appeals – accurate and concise report writing skills. (D)
- Excellent communication skills and the ability to communicate effectively both orally and in writing with a range of customers and stakeholders. (G)
- Ability to monitor the progress of planning applications in order to achieve decisions within specified/laid down time scales, i.e. monitoring skills, time management skills. (D)



- Ability to negotiate effectively with applicants and other stakeholders to protect the relevant Council's position and /or promote relevant corporate and service objectives through the planning process to achieve required outcomes. (G)
- Ability to carry out site visits. (G)
- Ability to negotiate/respond to public and developer enquiries, i.e. speaking and advisory skills. (G)
- Performance monitoring skills (Grade 4 and above). (G).
- Ability to respond and prepare reports on complex planning applications and projects (Grade 5 and above). (G)
- Ability to attend and contribute on Authority's behalf to public and other meetings (i.e. presentation and speaking skills).(G)
- Demonstrable staff management and mentoring skills (Grade 5 and above). (G)
- Project management skills. (G) (Grade 4 and above)
- To give guidance to and advice on technical and administrative work related to field of study. (G) To advise on legislative changes from Central Government on relevant planning matters. (G)
- Ability to liaise on planning issues with other professional and partners, etc. (G)
- Demonstrate commitment to achieving high quality outcomes. (G)
- Ability to demonstrate understanding of and comply with the Councils Equal Opportunities, GDPR and Customer Care Policies.

## **Miscellaneous/ Other Working Requirements**

- Ability to drive: must hold a full and valid current driving licence. (G)