

Person Specification

Job Title	Development Management Officer (career grade)	Req No	
Prepared by	Executive Officer - Development Management and Building Control	Date	01.10.2019
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u> Have demonstrable experience in Development Management (Grade F)			
<u>Qualifications/training:</u> Educated to A level or equivalent (Grade D), hold or be working towards a degree or qualification in planning or related subject (Grade E) or a hold degree or qualification in planning or related subject (Grade F)			
<u>Special Knowledge:</u> Knowledge and understanding of national and local planning legislation, policy and guidance Analytical skills Awareness of Council vision, values and priorities Knowledge and use of ICT office software and systems			
<u>Disposition/attitude:</u> Engaging and positive "can do" attitude Ability to work in a team and on own initiative Capability to achieve targets Ability to resolve conflicting interests Customer care skills			
<u>Practical/intellectual:</u> Good communication and interpersonal skills Ability to interpret information and make balanced judgements in the public interest Effective analysis, decision making and creative approach to problem solving The skills to write clear and concise reports, which provide a full and accurate analysis of relevant matters			
<u>Physical Requirements:</u> Ability to undertake site visits			
<u>Additional Requirements:</u> Ability to attend meetings outside office hours Ability and willingness to undertake travel connected with the post Full driving licence for private car			
Desirable Criteria – Additional requirements relevant to the post			
Student Membership of the RTPI, or working towards professional membership. Experience and understanding of Planning related IT systems Experience of working in planning or a related discipline			