

# **RICHMONDSHIRE DISTRICT COUNCIL**

## **PERSON SPECIFICATION**

### **Planning Officer**

**Criteria will be assessed via the submitted application form (A), and  
Interview (I)**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	1. Educated to degree level in a relevant subject or demonstrable practical experience in a similar role. (A)	a. Membership of RTPI (A)
<b>Experience</b>		b. Experience of dealing with Major Planning Applications. (A&I) c. Experience of presenting to Planning Committee. (A&I) d. Experience of the Planning Appeal Process. (A&I) e. Experience of dealing with elected Councillors. (A&I) f. Demonstrable experience of working within a Planning Team. (A)
<b>Knowledge</b>	2. Understanding of planning legislation. (A&I) 3. Knowledge of NPPF/NPPG. (A&I)	g. Planning Law and Development Management procedures. (A&I) h. Development and application of I.T. systems for Development Management. (A&I)
<b>Personal Aptitudes and skills</b>	4. Good analytical, communication and presentation skills, both written and oral, including report writing and the giving of presentations. (A&I) 5. Ability to work to tight deadlines under minimal supervision. (A&I)	i. Personal drive to secure the best outcomes for customers and partners. (A&I) j. Willingness to take the initiative and drive through improvements. (A&I)
<b>Disposition</b>	6. Demonstrable commitment to equal opportunities (I) 7. Ability to be sensitive to the political and organisational nature of public, private and third sector bodies. (I)	
<b>Other requirements</b>	8. Ability to attend meetings and events outside normal working hours. (A&I) 9. Possession of a full driving licence and access to a car. (A) 10. Comply with the Council's policies, including its Equalities and Diversity Policy. (I)	

Updated October 2019