

Tunbridge Wells Borough Council
Person Specification



POST TITLE: Principal Planning Officer

GRADE: 8

SERVICE: Planning

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	- Extensive experience of undertaking work in or closely related to planning policy or Development Management. - Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner and ability to explain complex proposals/matters, including in difficult and confrontational situations. - Extensive experience representing the Council at Examinations. - Experience of presenting to planning policy Members Working Groups (or similar).	- Experience of mentoring less experienced colleagues.	Application form, interview and practical exercise.
QUALIFICATIONS/ TRAINING	- Full membership of Royal Town Planning Institute (RTPI).		Application form.
KNOWLEDGE	- Excellent and up-to-date knowledge of planning legislation, policy and guidance relating to the operation of the statutory town planning system. - Appreciation and understanding of both urban and rural planning issues.		Application form, interview and practical exercise.
PRACTICAL & INTELLECTUAL SKILLS	- Extensive ability to analyse complex data/ information relevant to planning policy formation.		Application form, interview and practical exercise.

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	- High level persuasion and negotiating skills to resolve complex competing issues relating to policy formation. - Highly developed organisational skills with analytical systematic approach and ability to prioritise conflicting workload. - Highly developed written and presentational skills, including writing well-constructed reports and delivering effective verbal presentations (including presentations at Planning Committee/planning policy Working Group). - Ability to produce high quality complex work consistently and to meet deadlines. - Highly developed understanding of legislation, policies and guidelines. - An understanding of corporate issues and ability to engage with corporate groups to achieve Council objectives. - IT skills including Word, Outlook and Powerpoint.		
DISPOSITION/ ATTITUDE	- Undertake work independently using judgement as to when to seek assistance from colleagues and the Planning Policy Manager/Planning Policy Team Leader. - Able to meet deadlines and work under pressure. - Able to work independently and as part of a team.		Application form, interview and practical exercise.
SPECIAL REQUIREMENTS	- Car driver. - Clean Driving Licence. - Physical ability to carry out site inspections, which may be in rural areas.		Application form.