 OADBY AND WIGSTON BOROUGH COUNCIL

Person Specification

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| **Job Title:**Development Control Officer/Senior Development Control Officer | **Team:**Development Control | **Salary Band:**Band 6-8 | **Car Allowance level:**Casual Car User  | **Employment Status:**Permanent | **Hours per week:**37.5 |

| **Criteria** | **Essential** | **Method of Assessment** | **Desirable** | **Method of Assessment** |
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| **Qualifications and Processional or Vocational qualifications** | * Band 6 – Degree in town planning or a related subject
* Band 7/8 – Full Chartered Membership of the Royal Town Planning Institute (MRTPI)
 | App, EApp, E | * PG Dip / Masters degree in Town Planning
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| **Relevant experience and knowledge** | * Experience of working with the public
* A knowledge and understanding of the wide range of services provided by a local authority
* Understanding of the planning framework
* A good knowledge of planning matters including procedures, good practice and legislation
 | App, Int App, Int App, IntApp, Int | * Experience of a Local Government planning environment
* Experience of working with Councillors and of recognising and dealing with politically sensitive issues
* Experience of local government and Planning Control IT systems (Uniform, Idox and GIS)
* Experience in Development Control
* Appeals experience
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| **Skills and Abilities** | * Able to respond positively under pressure
* Able to work with minimum supervision
* Ability to communicate at all levels
* Able to compile concise and accurate reports
* Good presentation skills
* An ability to organise and prioritise workload and ensure strict deadlines are met
* Good IT Skills – experience of using MS Office
* The ability to work with maps and plans and to interpret planning policies
 | IntInt App, Int Int, T Int, TInt App, Int App, Int  | * Able to consider broad issues as well as capable of focusing on particular instances
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| **Attitude and Motivation** | * Approachable
* Willingness to undertake further training and work towards attaining full Chartered membership of Royal Town Planning Institute if not already held
* Commitment to service delivery and the public service ethos
* Commitment to working as part of a team
* A desire to develop and deliver a top quality professional service
 | Int AppApp, Int Int App, Int | * Seeking career advancement
 | Int |
| **Other** | * Current driving licence and provision of own vehicle insured for use while on Council business
* Able to work hours required for the post which includes meetings outside of normal office hours
* To demonstrate and promote the Council’s Vision and Values
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| **Assessment Key:** | E = Evidence | App = Application Form | Int = Interview | T = Test/Assessment |