 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, E  App, E | * PG Dip / Masters degree in Town Planning | App, E |
| **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, Int  App, 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 | App  App  App  App  App |
| **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 | Int  Int  App, Int  Int, T  Int, T  Int  App, Int  App, Int | * Able to consider broad issues as well as capable of focusing on particular instances | App |
| **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  App  App, 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 | App, Int  App, Int  App |  |  |

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| **Assessment Key:** | E = Evidence | App = Application Form | Int = Interview | T = Test/Assessment |