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| **Job Title: Planning Policy and Monitoring Officer** | **Salary Band: 6**  **Car Allowance level: Casual** |  | **Employment Status: Permanent**  **Hours per week: 37.5 (full time)** |  |
| **Criteria** | **Essential** | **Method** | **Desirable** | **Method** |
| **Qualifications and Professional or Vocational Qualifications** | Degree in town planning or a related subject (with eligibility for subsequent progression to a PG Dip/Masters degree in town planning) or a PG Dip/Masters degree in town planning | App, E | Eligible for Membership to the RTPI  Evidence of ongoing Continuous Professional Development (CPD) | App, E  App, Int |
| **Relevant Experience and Knowledge** | A good knowledge of planning matters including procedures, good practice and legislation  Knowledge of issues relevant to planning | App, Int  App, Int |  |  |
| **Skills and Abilities** | Able to communicate at different levels which requires the post holder to be tactful, diplomatic and have a range of interpersonal skills to effectively help the public and other bodies  Numeracy skills  The ability to work with maps and plans and the use of IT systems  Ability to interpret planning policies  Research skills including rational and analytical skills  Ability to prioritise and organise workload to meet deadlines | App, Int  App  App, Int  App, Int  App, Int  Int | GIS (Geographical Information Systems) Skills  Ability to present information at meetings | App, Int  App, Int |
| **Attitude and Motivation** | Commitment to work in partnership with internal departments, other businesses and agencies to resolve issues  Commitment to the delivery of excellent customer service to promote the Council’s reputation  Positive and flexible in approach  Ability to work as part of a team | App, Int  App, Int  App, Int  Int | Commitment to achieving corporate priorities | 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 | App, E  App, Int |  |  |
| **Assessment Key** | E: Evidence  App: Application Form |  | Int: Interview  T: Test/Assessment |  |