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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 RTPIEvidence of ongoing Continuous Professional Development (CPD) | App, EApp, Int |
| **Relevant Experience and Knowledge** | A good knowledge of planning matters including procedures, good practice and legislationKnowledge of issues relevant to planning | App, IntApp, 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 bodiesNumeracy skillsThe ability to work with maps and plans and the use of IT systems Ability to interpret planning policiesResearch skills including rational and analytical skillsAbility to prioritise and organise workload to meet deadlines | App, IntAppApp, IntApp, IntApp, IntInt | GIS (Geographical Information Systems) SkillsAbility to present information at meetings | App, IntApp, Int |
| **Attitude and Motivation** | Commitment to work in partnership with internal departments, other businesses and agencies to resolve issuesCommitment to the delivery of excellent customer service to promote the Council’s reputationPositive and flexible in approachAbility to work as part of a team | App, IntApp, IntApp, IntInt | Commitment to achieving corporate priorities | Int |
| **Other** | Current driving licence and provision of own vehicle insured for use while on Council businessAble to work hours required for the post which includes meetings outside of normal office hours | App, EApp, Int |  |  |
| **Assessment Key** | E: EvidenceApp: Application Form |  | Int: InterviewT: Test/Assessment |  |