



WEST LANCASHIRE BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title: Planning Officer	Grade: Scale SO1	
Directorate: Development and Regeneration Services	Section: Development Management/ Strategic Planning and Implementation/ Heritage and Environment/ Economic Regeneration	
Service: Development Management/ Strategic Planning and Implementation /Heritage and Environment/ Economic Regeneration		
Requirements (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), presentation (P)
Qualifications		
RTPI recognised degree in Town and Country Planning	E	AF/ Certificate
RTPI membership	D	AF/ Certificate
Experience		
Experience in relevant planning work (public or private sector)	E	AF/I
Experience in the processing and/or submission of planning applications and/or preparing planning policy documents	E	AF/I
Experience of working in a Local Authority Planning Department	D	AF/I
Experience of conducting Conservation Area Appraisals and/or assessing the impact of development on heritage assets	D	AF/I
Experience in preparing and presenting reports	D	AF/I
Knowledge/Skills/Abilities		
Knowledge of Government Guidance and Planning Legislation	E	AF/I
Ability to work to performance targets and meet deadlines	E	AF/I
Ability to work under pressure with minimum supervision and determine priorities	E	AF/I
Ability to collect, verify and analyse information and produce clear, well-written reports	E	AF/I
Skilled in verbal and written communication	E	AF/I
Ability to read and interpret maps and plans	E	AF/I
Working knowledge of planning legislation	E	AF/I
Good general IT skills	E	AF/I
Evidence of effective negotiation with other professionals and/or members of the public	E	AF/I
Knowledge of GIS mapping systems and Planning Back Office systems	D	AF/I
Other (including special requirements)		
1. Commitment to Equality	E	AF/I
2. Commitment to Health & Safety	E	AF/I
3. Satisfactory Baseline Personnel Security Standard Check	E	Document Checks (includes Basic DBS)
4. Access to own transport i.e. car / motorcycle and relevant current full driving licence, or equivalent mobility	E	AF/Document Checks

5. The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	E	AF/I
Prepared by: Catherine Thomas	Date: Oct 2018	
Approved by: John Harrison	Date: Oct 2018	