



## WEST LANCASHIRE BOROUGH COUNCIL

### PERSON SPECIFICATION

<b>Job Title:</b> Senior Planning Officer	<b>Grade:</b> PO1	
<b>Directorate:</b> Development and Regeneration Services		
<b>Service:</b> Development Management		
<b>Requirements</b> <i>(on the basis of the job description)</i>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), presentation (P)</b>
<b>Qualifications</b>		
RTPI recognised degree or equivalent in Town Planning	E	AF/I
Corporate member of RTPI	D	AF/I
<b>Experience</b>		
Previous experience in development management	E	AF/I
Experience of appearing as a planning witness in public inquiries/informal hearings	D	AF/I
<b>Knowledge/Skills/Abilities</b>		
Working knowledge of planning legislation	E	AF/I
Ability to work under pressure with minimum supervision and determine priorities	E	AF/I
Ability to work and communicate within a team	E	AF/I
Skill in verbal and written communication and negotiation with other professionals, members of the public, elected members and other members of staff	E	AF/I
Ability to produce clear, well written reports	E	AF/I
Methodical, systematic with good attention to detail	E	AF/I
Ability to read and interpret maps and plans	E	AF/I
Good general IT skills	E	AF/I
Knowledge of GIS mapping systems and Planning Back Office systems	D	AF/I
<b>Other (including special requirements)</b>		
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. 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
5. Access to own transport	E	AF/I
<b>Prepared by:</b> Catherine Thomas	<b>Date:</b> August 2014	
<b>Approved by:</b> John Harrison	<b>Date:</b> August 2014	