

PERSON SPECIFICATION

Post title: Senior Planning Administration Officer
 Service: Spatial Planning
 Grade: 4



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Knowledge/Experience		
A working knowledge of basic development management procedures and legislation	D	Application Form/ Interview
A good understanding of general administrative procedures, including the importance of good customer service	E	Application Form/ Interview
Knowledge and understanding of relevant National Park Authority policies and practice including statutory National Park purposes	D	Application Form/ Interview
Local knowledge of the National Park e.g. Districts, Parishes, settlements and Conservation Areas	D	Application Form/ Interview
Proven experience of providing advanced administrative or technical support within a Local Authority Planning Department	D	Application Form/ Interview
Proven experience of line management / supervision	E	Application Form/ Interview
Education/Training/Qualifications		
NVQ 3 or equivalent/ technical membership of RTPI	D	Application Form/ Interview
Certificate in Planning	D	Application Form/ Interview
GIS training	D	Application Form/ Interview
Numeracy and literacy to GCSE level	E	Application Form/ Interview
Skills/Abilities		
Good attention to detail	E	Application Form/ Interview
Ability to interpret/read architectural drawings and specifications	D	Application Form/ Interview
Ability to carry out basic mathematical calculations regarding volumes, areas and linear measurements in metric	D	Application Form/ Interview
Working knowledge of Microsoft Office applications, with evidence of GIS technician expertise	D	Application Form/ Interview
Good oral, written and interpersonal communication skills	E	Application Form/ Interview
Good organisational skills and the ability to process information accurately	E	Application Form/ Interview
Ability to effectively manage own workload and time, in order to meet deadlines and targets	E	Application Form/ Interview

Ability to work as an effective and supportive member of a team	E	Application Form/ Interview
Other Requirements		
A commitment to continuous personal and professional development	E	Application Form/ Interview
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application Form/ Interview
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check

Job Specific Competencies (refer to Competency Framework)

<p>Communication & Interpersonal Skills (Level 2)</p> <ul style="list-style-type: none"> ▪ Uses positive communication to give praise and celebrate success ▪ Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience. ▪ States own views clearly, concisely and confidently, providing relevant evidence to support their case. ▪ Uses a range of communication techniques to gain and maintain the attention and interest of others. ▪ Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience. ▪ Actively recognises when a message has been misinterpreted and provides clarity. ▪ Makes information available promptly to those who need it internally or externally.
<p>Development of Self and Others (Level 2)</p> <ul style="list-style-type: none"> ▪ Develop coaching and mentoring skills in order to support others. ▪ Completes appraisals and appraisal reviews for direct reports, effectively and on time. ▪ Completes a full and timely induction for new members of team. ▪ Positively seeks to develop and improve own management skills and competencies. ▪ Gives prompt, honest and constructive feedback to others, in an appropriate manner. ▪ Recognises and responds positively to good performance and behaviours. ▪ Agrees what is expected of others, and addresses under performance issues when they arise. ▪ Actively reviews own Personal Development Plan, and addresses any gaps in knowledge and skills without prompting.
<p>Strategic Awareness (Level 2)</p> <ul style="list-style-type: none"> ▪ Is clear on the key priorities for DNPA and strives to achieve them. ▪ Has a clear understanding of the organisational policies and procedures and works within these. ▪ Understands the role of the Members in relation to the work of DNPA. ▪ Sets priorities and demanding but achievable objectives for others. ▪ Supports others to understand standards expected of them and monitors progress against objectives. ▪ Responds to changing priorities; re-prioritising own workload and that of others as required. ▪ Encourages a constructive response to change in others through a positive and collaborative attitude.
<p>Working Effectively (Level 2)</p> <ul style="list-style-type: none"> ▪ Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work.

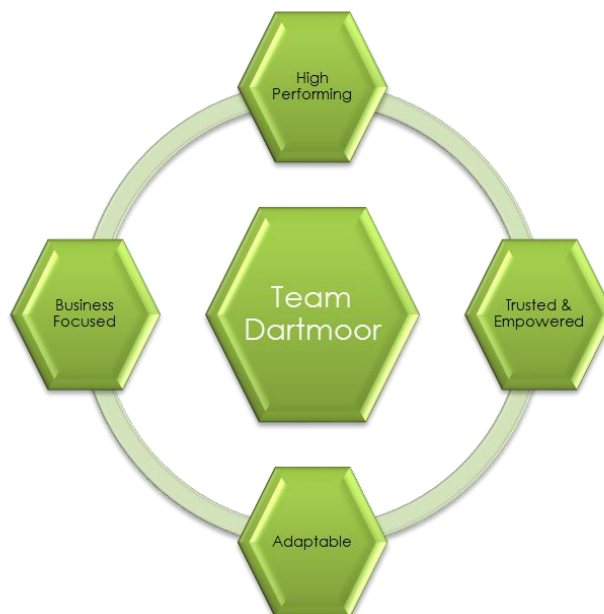
- Ensures that own work and work of the team consistently meets high standards for quality and customer service.
- Communicates well with colleagues to ensure internal processes work efficiently and effectively.
- Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work.
- Adopts the principles of Parke House Project Management to plan ahead and liaise with colleagues when planning and delivering projects.
- Manages spending within agreed budget.

Decision Making and Problem Solving (Level 2)

- Makes timely and considered decisions based on analysis of available data, information and evidence.
- Demonstrates fairness and consistency in actions and decisions that impact on others.
- Takes time to review problems, identify and implement solutions.
- Demonstrates accountability for decisions taken.
- Takes into account the feedback of others in order to make effective decisions.

Continuous Improvement (Level 2)

- Constructively challenges the status quo, and seeks better alternatives if needed.
- Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate.
- Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood.
- Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted.
- Supports the actions identified in the *Developing Team Dartmoor ODS*, in order to continually find ways of improving.



October 2024