

PERSON SPECIFICATION

Post title: Planning Officer (Development Management)
 Service: Spatial Planning
 Grade: 4/5



| Requirements & Criteria | Essential/ Desirable | Method of Assessment |
|--|-------------------------|-----------------------------|
| Knowledge/Experience | | |
| Experience of working within Development Management, either in local government or the private sector | E | Application Form/ Interview |
| Experience of visiting and dealing with the public, agents and elected Members on development management matters | D | Application Form/ Interview |
| Knowledge and experience of legislation in relation to gathering evidence for Court proceedings and experience of giving evidence in similar situations | D | Application Form/ Interview |
| Up to date knowledge of planning laws and procedures | D | Application Form/ Interview |
| Practical experience in the use of a range of IT applications for storing, retrieving and communicating information | E | Application Form/ Interview |
| Experience of investigating potential breaches of planning and advertisement consent | D | Application Form/ Interview |
| Understanding of design and the built environment | D | Application Form/ Interview |
| Understanding the role of National Park Authorities and of planning issues specific to National Parks | D | Application Form/ Interview |
| Education/Training/Qualifications | | |
| Chartered Member of the Royal Town Planning Institute (RTPI) | D | Application Form |
| Degree in Town & Country Planning, or in a related discipline | E | Application Form |
| Demonstrate willingness and commitment to formal training and continuous professional development leading to a professional Town Planning qualification and RTPI membership (if not already qualified) | E | Application Form |
| Numeracy and literacy to GCSE level or equivalent | E | Application Form |
| Skills/Abilities | | |
| A professional and customer focussed approach | E | Application Form/Interview |
| Ability to communicate clearly and tactfully at any level both orally and in writing | E | Application Form/ Interview |
| Good presentation and report writing skills | E | Application Form/ Interview |

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| Good organisational skills and the ability to process information accurately | E | Application Form/ Interview |
| Working knowledge of Microsoft Office applications and general ICT skills | E | Application Form/ Interview |
| Ability to work effectively as part of a team – prepared to listen and invite views of others | E | Application Form/ Interview |
| Able to manage own workload and time in order to meet statutory deadline and targets | E | Application Form/ Interview |
| Able to make logical decisions, and mediate and negotiate in a persuasive and professional manner, to achieve a positive outcome for Dartmoor and our customers | E | Application Form/ Interview |
| Other requirements | | |
| 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

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| <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"> ▪ Takes responsibility for personal learning and development. ▪ Responds positively to feedback and applies learning. ▪ Makes suggestions for improvements to work processes in role / team. ▪ Demonstrates willingness to work on different tasks and in different areas to gain experience and broaden own skills. ▪ Demonstrates an awareness of own strengths and weaknesses, and identifies development needs and opportunities. |
| <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.

Working Effectively (Level 2)

- 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 good 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.



January 2025