

Person Specification



South
Cambridgeshire
District Council

Post: Planning Officer

PERSON SPECIFICATION

Values:

Our values framework (attached) sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T - Test
Personal Qualities/ Aptitudes/ Behaviours	You participate in and are committed to team work	E	A, I
	You listen to and learn from other people	E	A, I
	You share learning, information, knowledge and resources	E	A, I
	You are accountable for the decisions you make	E	A, I
	You identify new opportunities and turn these into goals and actions	E	A, I

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	<p>You create solutions and encourage innovation wherever you can</p> <p>You embrace and adapt to change</p> <p>You share ideas and opportunities with colleagues</p> <p>You continually strive to improve by reflecting, learning and developing.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Education/ Qualifications	You will have relevant A' levels or working towards a relevant degree in a related subject and be prepared to work towards a recognised planning qualification.	E	A
Experience/ Knowledge	<p>You will possess a considerable range of development control experience and skills</p> <p>Some experience of working in rural districts is desirable</p> <p>Experience in the use of Windows based IT systems – Word, Excel, outlook, Internet Explorer</p> <p>Some specialist IT planning-related software capability is desirable but appropriate training can be given.</p> <p>Knowledge of conservation or some other aspect of planning e.g. Local Plans would be a particular asset.</p>	<p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>	<p>A & I</p> <p>A</p> <p>A</p> <p>A</p> <p>A & I</p>
Skills And Abilities	<p>You will be able to demonstrate a sound, organised (ability to prioritise and skills in time management and workload management) and a business-like attitude to progressing applications/appeals efficiently.</p> <p>Ability, using creative and analytical skills, to progress planning applications/appeals and pre-application enquiries, efficiently and in a common sense manner, with sound professional judgement.</p>	<p>E</p> <p>E</p>	<p>A & I</p> <p>A & I</p>

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	<p>An ability to make sound professional judgements balancing quality of outcomes against the speed of processing applications so as to process applications to a high standard but swiftly and efficiently.</p>	E	A & I
	<p>An ability to be an effective team member, a team player as well as an effective individual in his/her own right.</p>	E	A & I
Personal Qualities/ Aptitude	<p>You will have good communication and people skills – written, oral and in negotiations.</p>	E	I
	<p>An ability to get on well with all types of people making judgements with confidence and in a persuasive manner.</p>	E	I
	<p>Ability and confidence to verbally present applications to senior officers and the Planning Committee for decision</p>	E	I
Miscellaneous /Other Working Requirements	<p>To have access to transport for site visits</p>	E	A
	<p>Physically fit for site visits</p>	E	A & I

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Revised: September 2013