

**Tunbridge Wells Borough Council**  
**Person Specification**



**POST TITLE: Principal Planning Officer**

**GRADE: 8**

**SERVICE: Planning**

| CRITERIA                                   | ESSENTIAL   | DESIRABLE  | HOW IDENTIFIED                                      |
|--|---|--|---|
| <b>EXPERIENCE</b>                          | <ul style="list-style-type: none"> <li>- Extensive experience of undertaking work in or closely related to planning policy or Development Management.</li> <li>- Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner and ability to explain complex proposals/matters, including in difficult and confrontational situations.</li> <li>- Extensive experience representing the Council at Examinations.</li> <li>- Experience of presenting to planning policy Members Working Groups (or similar).</li> </ul> | <ul style="list-style-type: none"> <li>- Experience of mentoring less experienced colleagues.</li> </ul> | Application form, interview and practical exercise. |
| <b>QUALIFICATIONS/ TRAINING</b>            | <ul style="list-style-type: none"> <li>- Full membership of Royal Town Planning Institute (RTPI).</li> </ul>  |  | Application form.                                   |
| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"> <li>- Excellent and up-to-date knowledge of planning legislation, policy and guidance relating to the operation of the statutory town planning system.</li> <li>- Appreciation and understanding of both urban and rural planning issues.</li> </ul>   |  | Application form, interview and practical exercise. |
| <b>PRACTICAL &amp; INTELLECTUAL SKILLS</b> | <ul style="list-style-type: none"> <li>- Extensive ability to analyse complex data/ information relevant to planning policy formation.</li> </ul>   |  | Application form, interview and practical exercise. |

| CRITERIA                         | ESSENTIAL  | DESIRABLE | HOW IDENTIFIED                                      |
|----------------------------------|--|-----------|---|
|                                  | <ul style="list-style-type: none"> <li>- High level persuasion and negotiating skills to resolve complex competing issues relating to policy formation.</li> <li>- Highly developed organisational skills with analytical systematic approach and ability to prioritise conflicting workload.</li> <li>- Highly developed written and presentational skills, including writing well-constructed reports and delivering effective verbal presentations (including presentations at Planning Committee/planning policy Working Group).</li> <li>- Ability to produce high quality complex work consistently and to meet deadlines.</li> <li>- Highly developed understanding of legislation, policies and guidelines.</li> <li>- An understanding of corporate issues and ability to engage with corporate groups to achieve Council objectives.</li> <li>- IT skills including Word, Outlook and Powerpoint.</li> </ul> |           |   |
| <b>DISPOSITION/<br/>ATTITUDE</b> | <ul style="list-style-type: none"> <li>- Undertake work independently using judgement as to when to seek assistance from colleagues and the Planning Policy Manager/Planning Policy Team Leader.</li> <li>- Able to meet deadlines and work under pressure.</li> <li>- Able to work independently and as part of a team.</li> </ul>  |           | Application form, interview and practical exercise. |
| <b>SPECIAL REQUIREMENTS</b>      | <ul style="list-style-type: none"> <li>- Car driver.</li> <li>- Clean Driving Licence.</li> <li>- Physical ability to carry out site inspections, which may be in rural areas.</li> </ul>  |           | Application form.                                   |