

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Place and Prosperity	Service: Planning Services	Job Title: Career Grade Planning Officer
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**Qualifications, Professional Membership, Technical Skills (all relevant to appointment at the top of the Career Grade at Point 5.
For requirements at other points please refer to the Career Grade essential requirements)**

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Some demonstrable ability in assessing planning applications, working in a Local Authority planning department (normally assessed as having at least 2yrs post degree experience).</p> <p>or</p> <p>The ability to analyse situations and problems, diagnose the situation and then plan, implement and present the necessary response in a local authority planning policy team.</p> <p>Whichever is applicable to the role applied for.</p>	<p>MA in Spatial Planning or other qualification at a similar level with RTPI accreditation.</p> <p>Eligibility for Chartered Membership of RTPI</p> <p>Experience of dealing with more complex major planning applications and acting as an expert witness at appeal.</p> <p>Demonstrable knowledge of development finance.</p>	<p>Application Form. Sight of Qualifications/ Interview/test</p> <p>Sight of membership</p> <p>Application Form/ Interview</p>

Circumstances

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Occasionally be available to work outside normal office hours.</p> <p>Building sites are sometimes difficult to access, an ability to cross difficult terrain, climb ladders, scaffolding, enter lofts, drainage systems, and excavations is needed.</p> <p>A full driving licence or other means of visiting sites throughout the district in a timely and responsive manner.</p>		<p>Application Form</p> <p>Interview</p> <p>Application Form Interview</p>

Competency	Level	Essential (all assessed at the relevant point on the Career Grade)	Desirable	How Assessed
Achieving Results	2	Ability to learn the tasks set out in the job description and implement instructions accordingly.		Application Form Interview
Communication	3	<p>Ability to communicate to an appropriate level of detail and provision for their audience.</p> <p>Prepares and structures communications to aid understanding</p> <p>Ability to give evidence in appeals and in court</p>		Application Form Interview

Creative Thinking	4	<p>Ability to put forward innovative new ideas and approaches and encourages others to do so.</p> <p>Contribute to the sustainable enhancement of the environment by adding value to developments.</p>		Application Form Interview
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Competency	Level	Essential	Desirable	How Assessed
Customer Focus	3	<p>Ability to assist in the delivery of a customer orientated service in a complex environment.</p> <p>Skill and ability to deal confidently with members of the public, building professionals, officers and members of the Council on the telephone etc. and at meetings, on sites, customer homes/offices and Council premises.</p>		Application form Interview
Decision Making and Problem Solving	4	<p>Ability to apply policy objectively with tact and fairness.</p> <p>Strong analytical skills.</p> <p>The ability to analyse situations and problems, diagnose the situation and then plan and implement the necessary response.</p>		Application Form Interview

Making Change Work	3	<p>Ability to create a positive image of change.</p> <p>Ability to cope with ambiguity and change and maintain commitment and calmness under pressure.</p>		Application Form Interview
Managing Resources, Projects & Processes	2	<p>An ability to work on own initiative and with minimum supervision.</p> <p>Respond well to pressure – be able to achieve targets.</p>		Application Form Interview
Organisational Awareness & Commitment	2	Supports the Council's values and goals		Application Form Interview
Personal Impact	3	<p>Ability to adapt style or content to meet the needs of the situation or person involved.</p> <p>Effectively builds trust and rapport</p>		Application Form Interview
Working Relationships	2	Maintain constructive relationships with customers, outside agencies, members and officers of the Council		Application Form Interview
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Application Form Interview

Date Issued: January 2026

Issued by: Head of Planning