

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Planning and S.106 Monitoring Officer

Grade: 7

Post Ref:

Date: November 2023

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Experience of working with data, monitoring information Practical experience of analysing problem and identifying practical solutions Experience in undertaking research and analysis, preparing reports and presentations	Application form / interview	Experience of working in a planning environment Experience of formal community consultation and participation Experience of Local Plan examinations or public inquiries Experience of using GIS and application software Experience of working within a regulatory framework, including Section 106 agreements / CIL regulations
(2) Formal Academic Qualifications	A good standard of general education demonstrating numeracy and literacy.	Application form / certificates	Educated to degree level with formal qualification in relevant subject
(3) Vocational Qualifications and Training	Current valid driving licence	Application form / Certificates Production of driving licence	Achieved or be working towards Chartered Membership of the RTPI

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(4) Specialist Knowledge	<p>Familiarity with a wide range of IT applications</p> <p>The ability to learn about and operate more IT applications</p>	<p>Application form and interview</p>	<p>Good knowledge and understanding of local authority planning functions</p> <p>Any related training</p> <p>Knowledge of local government</p> <p>Good presentation skills</p> <p>Experience of development management / planning policy and relevant monitoring systems.</p> <p>Ability to work under pressure and respond to deadlines</p> <p>Good negotiation and communication skills</p> <p>Ability to make professional and technical contributions to meetings, involving other professional staff, representatives of other organisations and members of the public</p>
(5) Special Working Conditions	<p>All employees are required to comply with the Authority's No Smoking Policy.</p> <p>Postholder must have vehicle available for work purposes</p> <p>To carry out site visits, unaccompanied on some occasions</p>		

Competency	Behaviours		How Assessed
Planning and Organising	1. 2.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. Accepts constructive feedback and makes adjustments accordingly.	Application form/ Interview
Organisational Development	3. 4.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	Application form/ Interview
Communication	5. 6. 7.	Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication.	Application form / Interview
Focusing on our citizens	12. 13.	Anticipate communities' likely future needs and put plans in place to address them. Consult with citizens/councillors/ stakeholders and gather feedback and new ideas to continually improve the service.	Application form / Interview

Strategic Thinking	14. 15.	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating Considers the implications of plans or proposals on the rest of the council to include partners, stakeholders citizens or councillors.	Application form / Interview
Managing Change	16. 17.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. Is prepared to challenge where others are not seeing the wider implications.	Application form/ interview
Performance Management	18. 19.	Gathers and gives feedback regularly and constructively on an individual and organisational basis. Evaluate mistakes and learn from them.	
Living the values	20.	Demonstrate high standards of personal and professional conduct and be a role model to others	Application form / Interview
Health and Safety	21.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace	Application form / Interview