

# PERSON SPECIFICATION

**Job title:** Senior Development Management Officer Grade 4/5

**Team & Directorate:** Development Management, Planning Directorate

Requirements & Criteria	Essential / Desirable		Criteria assessment
	Grade 4	Grade 5	
<b>Knowledge/Experience</b>			
Recent experience as a development management case officer of dealing with major applications.	E	E	★
Experience of investigating breaches of planning control	D	E	★
Experience of dealing with Councillors, the public and community organisations	E	E	★
Experience of presenting items to Committees/Councillors/public meetings	E	E	★
In depth knowledge of current planning practice	E	E	
Experience in planning policy, developing local plans	D	E	★
Experience of mentoring / supervising planning staff	D	E	
<b>Education/Qualifications</b>			
A degree/postgraduate qualification in planning related subject	E	E	★
Membership of the Royal Town Planning Institute ( In final stages of attaining RTPI may be considered at Grade 4)	D	E	★
<b>Skills/Abilities</b>			
Ability to meet deadlines, while producing work of a high quality	E	E	
Good oral and written communication skills	E	E	★
Ability to use appropriate IT systems	E	E	
Clear thinking and ability to find solutions to problems	E	E	
Full driving licence with access to a vehicle and willingness to travel throughout the SDNPA and work at different location when required.	E	E	
Willingness to attend evening and weekend meetings and events	D	E	

**Completing your application form** – Those criteria marked with a star ★ above will be assessed from your application form and will determine which candidates are shortlisted for interview. You are advised to ensure that you demonstrate on your application form how you meet each of these criteria, giving details of your qualifications and examples of specific experience.

**This is a career grade post and subject to the progression gateways as shown:**

**Senior Development Management Officer – Career Grade 4/5**

**Grade 4 – senior practitioner**

- RTPI Full membership accreditation or equivalent
- Ability to process wide variety of applications and appeals
- Ability to present complex cases to committees and other bodies
- Undertake the planning link role with host authorities
- Progression within the grade dependent upon:
  - Consistently meeting performance/PDR targets
  - Undertaking increasingly complex cases
  - Working with minimal supervision

**Grade 5 – experienced practitioner**

- RTPI full membership accreditation
- Minimum of 5 years' experience in planning
- Ability to manage a wide range of complex applications and associated appeal
- Undertake planning link role with host authorities
- Progression within the grade dependent upon:
  - Consistently meeting performance/PDR targets
  - Undertaking increasingly complex cases and associated work
  - Working with minimal supervision
  - Mentor and support junior colleagues
  - Contribute to the development of the planning team

**Recruitment and Appointment:**

- ***Applicants must have at least 5 years DM experience to be appointed to Grade 5.***
- ***Applicants must have experience of supporting and mentoring staff.***
- ***Applicants will only be appointed to the maximum 50% level of Grade 5.***