



Person Specification

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St. Helens Council

Job Title: Planning Officer (Policy)

Knowledge	E = Essential D = Desirable	Identified by
Familiarity with procedures for development plan preparation and supplementary planning guidance.	E	Application Form / Interview
Awareness of relationship between development plans and other planning procedures.	E	Application Form / Interview
Good knowledge of current planning legislation, policy, guidance, issues and procedures, especially in relation to policy formulation.	D	Application Form / Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Excellent Oral and written communication skills.	E	Application Form / Interview / Test
Ability to analyse information and present conclusions in a clear and logical manner.	E	Application Form / Interview / Test
Ability to present arguments logically.	E	Application Form / Interview
Ability to work to priorities and deadlines.	E	Application Form / Interview
Ability to work both individually with minimum supervision and as a team member.	E	Application Form / Interview
Enthusiastic and keen to develop self.	E	Application Form / Interview
IT skills, including spreadsheets and databases, and willingness to expand range of skills.	E	Application Form / Interview
Experience	E = Essential D = Desirable	Identified by
Experience in planning policy work	D	Application Form / Interview
Experience in the preparation and presentation of evidence for appeals / examinations	D	Application Form / Interview
Experience in Development Control	D	Application Form / Interview
Membership of the RTPI	D	Application Form / Interview



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Qualifications	E = Essential D = Desirable	Identified by
Degree / Diploma in Town Planning accredited by the RTPI or a degree in a related discipline allowing membership of the RTPI	E	Application Form / Certificates
IT qualifications such as European Computer Driver Licence	D	Application Form / Certificates
Other Circumstances	E = Essential D = Desirable	Identified by
Willingness to work outside normal working hours occasionally.	E	Application Form / Interview
Valid driving licence	E	Application Form
<i>*If an applicant cannot drive as they are precluded by disability applications are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiently with reasonable adjustments.</i>		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E	Interview