

Person specification

Planning Policy Officer (Career Pathway)

Band 4 to 6

This person specification is reflective of the wide career grade post and applications will be considered ranging from those looking to start a career in planning to experienced planning officers.

Criteria	Attributes			Method of assessment
	Band 4	Band 5	Band 6	
Knowledge	Some understanding of local government and planning policy.	Good up to date knowledge of local plan and neighbourhood plan legislation.	Detailed and up to date knowledge of local plan and neighbourhood plan legislation.	Application, interview, test
Experience	Worked within a busy office with conflicting demands and a wide range of people and customers. Work experience within a local authority is desirable.	A minimum of one year's post qualification work experience in Planning.	A minimum of two year's post qualification work experience in planning and eligibility for full RTPI membership.	Application, interview
Skills and abilities	Flexible approach and willingness to acquire new skills. Positive response to change. Highly self-motivated and directed. Attention to detail. Good interpersonal, written and oral communication	Band 4 skills and abilities plus: Ability to prioritise and execute tasks in a high-pressure environment and make sound decisions. Ability to negotiate effectively. Ability to organise own workload.	Band 4 and 5 skills and abilities plus: Work unsupervised / Lead on more complex work. Ability to ensure compliance with current legislation and best practice. Only need advice and sign off on more complex work	Application, interview and test

	skills. Problem solving abilities. Competence in the use of IT. Ability to prioritise and execute tasks in a high-pressure environment. Able to communicate in user friendly language. Have a strong customer service focus. Ability to work effectively as part of a team but also on own initiative.	Draft clear and concise reports and present to working groups and committees. Effectively brief councillors and senior officers on planning issues.	Ability to mentor / supervise others. Produce clear and concise reports on more complex matters and present to working groups and committees.	
Qualifications	Qualified to degree level in relevant subject.	Essential Qualified to degree level in relevant subject. Desirable Eligibility for RTPI membership.	Qualified to degree level in relevant subject and full RTPI Membership or significant experience and eligibility for full membership.	Application, documentary evidence

October 2026