



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC
Directorate:	Economy
Section:	Shoreham Harbour Regeneration Partnership
Post Title:	Planning Policy Officer
Post Number:	3254
Accountable to:	Principal Planning Officer
Management responsibility for:	N/A
Authority to liaise with:	<p>Internal:</p> <ul style="list-style-type: none"> • Members of the Councils • Officers of the Councils <p>External:</p> <ul style="list-style-type: none"> • Officers of other Local Authorities • Statutory consultees • Government Departments • Members of the public, residents and resident/community groups • Local stakeholders • Local businesses • Agents/consultants • Developers

Area	Requirements	
Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Degree in town planning or related subject (or equivalent) 	Membership of relevant professional association (e.g. RTPI, TCPA, IEMA)

Knowledge & Experience		
	<ul style="list-style-type: none"> • Knowledge of the town planning system and planning legislation • Understanding of climate change mitigation and adaptation • Knowledge/experience of sustainable energy • Knowledge/experience of green infrastructure 	<ul style="list-style-type: none"> • Experience of working in local government in planning and/or regeneration • Knowledge of economic development and/or regeneration
Skills		
Communication/ relationship	<p>Internal:</p> <ul style="list-style-type: none"> • Able to work effectively as part of a team <p>External:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills; able to confidently present complex information / concepts in an accessible way 	<p>Internal:</p> <ul style="list-style-type: none"> • Experience of partnership working <p>External:</p> <ul style="list-style-type: none"> • Ability to develop and deliver community engagement and consultation
Analytical/ judgmental	<ul style="list-style-type: none"> • Excellent analytical skills, including monitoring and reviewing data and presenting findings. • Ability to analyse and interpret local and national policy documents and guidance – requiring objectivity, literacy and numeracy skills. 	
Planning/ organisational	<ul style="list-style-type: none"> • Good organisation skills to manage and prioritise a varied workload • Ability to work independently and on own initiative to research, develop and problem solve to ensure the objectives of the project are met 	
IT	<ul style="list-style-type: none"> • Excellent ICT and digital communication skills 	

Abilities		
Physical	<ul style="list-style-type: none"> Ability to assist with exhibition work; handling/ carrying documents and equipment. 	
Mental	<ul style="list-style-type: none"> Able to form a judgement in sometimes difficult and complex circumstances, taking account of a range of information and legislation sources and conflicting aims and objectives. 	
Working conditions / Style	<ul style="list-style-type: none"> Site visits may be required in inclement weather conditions. 	
Other:	<ul style="list-style-type: none"> Occasional attendance at evening and Saturday meetings/exhibitions as required 	

Person Specification agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	19 February 2019
Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	19 February 2019