

## PERSON SPECIFICATION

Post title: Senior Planning Administration Officer  
 Directorate: Spatial Planning  
 Service: Development Management  
 Grade: 4/5



Requirements & Criteria	Essential/ Desirable	Method of Assessment
<b>Knowledge/Experience</b>		
Significant experience in an administrative or technical support role, within a planning or other regulatory environment.	E	Application Form/ Interview
Experience of dealing with members of the public and other professionals in a customer-facing environment	E	Application Form/ Interview
Proven experience of line management within an office environment	E	Application Form/ Interview
A working knowledge of basic development management procedures and legislation	D (E for Gr5)	Application Form/ Interview
Demonstrable experience in process improvement and workflow management	D (E for Gr5)	Application Form/ Interview
Knowledge and understanding of relevant National Park Authority policies and practice including statutory National Park purposes	D	Application Form/ Interview
Experience of preparing reports for committees and taking formal minutes	D	Application Form/ Interview
Local knowledge of the National Park e.g. Districts, Parishes, settlements and Conservation Areas	D	Application Form/ Interview
<b>Education/Training/Qualifications</b>		
Numeracy and literacy to GCSE level	E	Application Form/ Interview
NVQ 3 or equivalent/ technical membership of RTPI	D	Application Form/ Interview
Certificate in Planning	D (E for Gr5)	Application Form/ Interview
ILM Level 3 (or above) in leadership / management (or equivalent)	D	Application Form/ Interview
PACS/GIS training	D	Application Form/ Interview
<b>Skills/Abilities</b>		
Excellent communications skills, both written and verbal, with experience drafting correspondence and reports	E	Application Form/ Interview
Strong attention to detail and accuracy in data entry and record keeping	E	Application Form/ Interview
Strong organisational and time management skills and the ability to process and prioritise competing demands	E	Application Form/ Interview

Strong commitment to team working and service excellence	E	Application
Ability to lead, motivate and support staff in a collaborative and solutions-oriented culture	E	Application
Ability to interpret/read architectural drawings and specifications	E	Application Form/ Interview
Ability to carry out basic mathematical calculations regarding volumes, areas and linear measurements in metric	E	Application Form/ Interview
Good working knowledge of Microsoft Office applications, and general ICT skills	E	Application Form/ Interview
Proficient in using digital planning systems and databases (GIS, document management systems)	D (E for Gr5)	Application Form/ Interview
<b>Other Requirements</b>		
A commitment to continuous personal and professional development	E	Application Form/ Interview
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application Form/ Interview
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check

### **Job Specific Competencies (refer to Competency Framework)**

#### **Communication & Interpersonal Skills (Level 2)**

- Uses positive communication to give praise and celebrate success
- Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience.
- States own views clearly, concisely and confidently, providing relevant evidence to support their case.
- Uses a range of communication techniques to gain and maintain the attention and interest of others.
- Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience.
- Actively recognises when a message has been misinterpreted and provides clarity.
- Makes information available promptly to those who need it internally or externally.

#### **Development of Self and Others (Level 2)**

- Develop coaching and mentoring skills in order to support others.
- Completes appraisals and appraisal reviews for direct reports, effectively and on time.
- Completes a full and timely induction for new members of team.
- Positively seeks to develop and improve own management skills and competencies.
- Gives prompt, honest and constructive feedback to others, in an appropriate manner.
- Recognises and responds positively to good performance and behaviours.
- Agrees what is expected of others, and addresses under performance issues when they arise.
- Actively reviews own Personal Development Plan, and addresses any gaps in knowledge and skills without prompting.

**Strategic Awareness (Level 2)**

- Is clear on the key priorities for DNPA and strives to achieve them.
- Has a clear understanding of the organisational policies and procedures and works within these.
- Understands the role of the Members in relation to the work of DNPA.
- Sets priorities and demanding but achievable objectives for others.
- Supports others to understand standards expected of them and monitors progress against objectives.
- Responds to changing priorities; re-prioritising own workload and that of others as required.
- Encourages a constructive response to change in others through a positive and collaborative attitude.

**Working Effectively (Level 2)**

- Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work.
- Ensures that own work and work of the team consistently meets high standards for quality and customer service.
- Communicates well with colleagues to ensure internal processes work efficiently and effectively.
- Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work.
- Adopts the principles of Parke House Project Management to plan ahead and liaise with colleagues when planning and delivering projects.
- Manages spending within agreed budget.

**Decision Making and Problem Solving (Level 2)**

- Makes timely and considered decisions based on analysis of available data, information and evidence.
- Demonstrates fairness and consistency in actions and decisions that impact on others.
- Takes time to review problems, identify and implement solutions.
- Demonstrates accountability for decisions taken.
- Takes into account the feedback of others in order to make effective decisions.

**Continuous Improvement (Level 2)**

- Constructively challenges the status quo, and seeks better alternatives if needed.
- Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate.
- Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood.
- Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted.
- Supports the actions identified in the *Developing Team Dartmoor ODS*, in order to continually find ways of improving.



**May 2025**