

## PERSON SPECIFICATION

Post title: Planning Officer (Development Management)  
 Service: Spatial Planning  
 Grade: 5



Requirements & Criteria	Essential/ Desirable	Method of Assessment
<b>Knowledge/Experience</b>		
Experience of local government or public service, working within development management	E	Application Form/ Interview
Experience of visiting and dealing with the public, agents and elected Members on development management matters	E	Application Form/ Interview
Knowledge and experience of legislation in relation to gathering evidence for Court proceedings and experience of giving evidence in similar situations	D	Application Form/ Interview
Up to date knowledge of planning laws and procedures	E	Application Form/ Interview
Practical experience in the use of a range of IT applications for storing, retrieving and communicating information	E	Application Form/ Interview
Experience of investigating potential breaches of planning and advertisement consent	E	Application Form/ Interview
Understanding of design and the built environment	E	Application Form/ Interview
Understanding the role of National Park Authorities and of planning issues specific to National Parks	D	Application Form/ Interview
<b>Education/Training/Qualifications</b>		
Chartered Member of the Royal Town Planning Institute (RTPI)	D	Application Form
Degree in Town & Country Planning, or in a related discipline	E	Application Form
Demonstrate willingness and commitment to formal training and continuous professional development leading to a professional Town Planning qualification and RTPI membership (if not already qualified)	E	Application Form
Numeracy and literacy to GCSE level or equivalent	E	Application Form
<b>Skills/Abilities</b>		
A professional and customer focussed approach	E	Application Form/Interview
Ability to communicate clearly and tactfully at any level both orally and in writing	E	Application Form/ Interview
Good presentation and report writing skills	E	Application Form/ Interview

Good organisational skills and the ability to process information accurately	E	Application Form/ Interview
Working knowledge of Microsoft Office applications and general ICT skills	E	Application Form/ Interview
Ability to work effectively as part of a team – prepared to listen and invite views of others	E	Application Form/ Interview
Able to manage own workload and time in order to meet statutory deadline and targets	E	Application Form/ Interview
Able to make logical decisions, and mediate and negotiate in a persuasive and professional manner, to achieve a positive outcome for Dartmoor and our customers	E	Application Form/ Interview
<b>Other requirements</b>		
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

<p><b>Communication &amp; Interpersonal Skills (Level 2)</b></p> <ul style="list-style-type: none"> <li>▪ Uses positive communication to give praise and celebrate success</li> <li>▪ Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience.</li> <li>▪ States own views clearly, concisely and confidently, providing relevant evidence to support their case.</li> <li>▪ Uses a range of communication techniques to gain and maintain the attention and interest of others.</li> <li>▪ Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience.</li> <li>▪ Actively recognises when a message has been misinterpreted and provides clarity.</li> <li>▪ Makes information available promptly to those who need it internally or externally.</li> </ul>
<p><b>Development of Self and Others (Level 2)</b></p> <ul style="list-style-type: none"> <li>▪ Takes responsibility for personal learning and development.</li> <li>▪ Responds positively to feedback and applies learning.</li> <li>▪ Makes suggestions for improvements to work processes in role / team.</li> <li>▪ Demonstrates willingness to work on different tasks and in different areas to gain experience and broaden own skills.</li> <li>▪ Demonstrates an awareness of own strengths and weaknesses, and identifies development needs and opportunities.</li> </ul>
<p><b>Strategic Awareness (Level 2)</b></p> <ul style="list-style-type: none"> <li>▪ Is clear on the key priorities for DNPA and strives to achieve them.</li> <li>▪ Has a clear understanding of the organisational policies and procedures and works within these.</li> <li>▪ Understands the role of the Members in relation to the work of DNPA.</li> <li>▪ Sets priorities and demanding but achievable objectives for others.</li> <li>▪ Supports others to understand standards expected of them and monitors progress against objectives.</li> </ul>

- 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.



**June 2026**