Job Title: Principal Development Control Officer Date: February 2025

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| **Criteria** | **Essential** | **Desirable** |
| **Relevant Experience and Knowledge** | At least five years experience working in a planning control environment.  Extensive knowledge of the Planning Legislation, Regulations and Government Guidance and the experience of applying this knowledge to the role. | Operational line management experience.  Experience working in Local Government or for a Public Sector Employer.  Experience of working at a management level. |
| **Qualifications** | Degree in Planning or a related subject.  Evidence of ongoing Continuous Professional Development (CPD). | Institute of Leadership and Management Level 3/5 training or equivalent management qualification. |
| **Skills and Abilities** | Excellent communication skills & able to communicate a different levels.  Numerate.  Strong attention to detail.  Effective team worker.  Excellent problem solving skills.  Flexibility in terms of hours and duties.  The ability to work with maps and plans and the use of IT systems.  Ability to interpret planning policies.  Research skills including rational and analytical skills.  Ability to prioritise and organise workload to meet deadlines.  Excellent people management skills.  Ability to motivate other members of staff and have difficult conversations.  Ability to remain calm whilst under pressure.  Treat all individuals with dignity and respect.  Experience of working as part of a successful team. | Ability to confidently represent the Council at external meetings and committees and forums. |
| **Other** | Experience of working in partnership with internal departments, other businesses and agencies to resolve issues.  Experience of delivering excellent customer service.  To demonstrate and promote the Council’s visions and values.  Commitment to the delivery of excellent customer service to promote the Council’s reputation.  Positive and flexible in approach.  Ability to travel between locations within the Borough and outside, at anytime of the day to undertake site visits. | Provision of own vehicle insured for use while on Council business. |