

Richmondshire District Council
Development Management Service
Person Specification

Planning Enforcement Officer

Criteria will be assessed via the submitted application form (A), and Interview (I)

	Essential	Desirable
Qualifications	1. 5 GCSE's (or equivalent) including Maths and English.(A)	a. Member or progressing towards membership of NAPE. (A,I)
Experience	2. Knowledge of planning legislation.(A,I)	b. Enforcement experience. (A,I) c. Local Government experience. (A,I)
Personal Aptitudes and skills	3. Good precise evidence gathering, communication and presentational skills. (A,I) 4. IT skills.(A,I) 5. Motivated, reliable and enthusiastic.(I) 6. Flexible approach to work tasks.(I) 7. Able to relate to people from all walks of life.(I)	d. Ability to represent the Authority across a wide range of forums. (A,I) e. Good negotiating skills. (A,I). f. Persistence to complete tasks. (A,I)
Other requirements	8. Current driving licence.(A) 9. Comply with the Council's Equalities and Diversity Policy. (I)	

Updated September 2021