



Person Specification			
Post title	Principal Planning Policy Officer	Grade	Pay Band N / £47,181 - £48,226 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Substantial professional experience in planning policy.	CV/SS, I, P
S2	High level of written skills with experience of considering and assessing information to make a balanced judgement and produce clear, concise high-quality reports and other planning documents.	CV/SS, I
S3	Experience and excellent knowledge of the plan-making system, particularly in relation to planning policy, including legislation, national policy and guidance and best practice	CV/SS, I
S4	Experience of key planning policy areas including housing, employment, retail, sustainability, climate change and open space.	CV/SS, I
S5	Experience of providing planning policy advice on planning applications, of all type and scale including major applications.	CV/SS, I
S6	Experience of presenting evidence at a Local Plan Examination or Public Inquiry	CV/SS, I
S7	Demonstrable ability to motivate, mentor, and guide team members.	CV/SS, I
S8	Ability to analyse and advise on complex and complicated planning matters and documents.	CV/SS, I
S9	Ability to analyse and formulate robust and effective planning policies.	CV/SS, I
S10	Ability to plan, manage and implement a busy workload within strict deadlines and minimal supervision. Capability to identify problems, set objectives, initiate action, work to a deadline and monitor results.	CV/SS, I
S11	Demonstrable project management skills.	CV/SS, I
S12	Excellent understanding and experience of using and presenting data to develop and monitor planning policies and strategies.	CV/SS, I
S13	Well-developed customer care skills with the ability to communicate and/or negotiate effectively with	CV/SS, I

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	wide range of people.	
S14	Excellent IT and presentation skills, including the ability to use office software, internet, e-mail and (with appropriate training if necessary) databases and Geographical Information Systems.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Demonstrable a willingness to share information and work as part of a team.	CV/SS, I
C2	Exhibit the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV/SS, I
Qualifications		
Q1	A degree/diploma in Town Planning. The qualification must be RTPI recognised.	CV/SS, C
Q2	Evidence of qualifications/training in management, urban design, planning policy, etc.	CV/SS, I
Q3	Membership of, or eligibility to become a member of, the Royal Town Planning Institute.	CV/SS, I
Q4	A current driving licence and use of car for work or equivalent mobility. The post holder will need to undertake site visits as part of their duties.	CV/SS, I

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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