

Person Specification

JOB TITLE: Compliance Team Manager **POST NO:**

GRADE: **DEPARTMENT:** Growth and Regeneration

HOURS: Full Time

DIVISION: Planning Services **DIRECTOR:** Dave Anderson (Interim Director)

DATE: January 2019 **COMPLETED BY:** Nick Harding/Lee Collins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	ESSENTIAL	DESIRABLE
KNOWLEDGE	<ul style="list-style-type: none"> Current relevant planning legislation, regulation and national policy and guidance (A/I) 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Managing a team of officers (A/I) Workload management (A/I) Change management (A/I) Effective delivery of performance in line with local and national targets (A/I) Delivering high quality services to both internal and external customers (A/I) Effective verbal and written communication skills (P) Ability to prioritise workloads and meet strict deadlines (W) Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform PACE and RIPA trained (A/I) 	<ul style="list-style-type: none"> EDRMS/GIS systems use (A/I) Project Management tools and techniques in line with Prince 2 methodology (A/I)
EXPERIENCE	<ul style="list-style-type: none"> 3 years experience of managing a planning/planning compliance team 5 years experience in a planning compliance role Managing the political interface with elected members (A/I) Enforcement appeal and court experience 	<ul style="list-style-type: none"> Managing small teams, monitoring budgets, delivering performance targets Presenting at Public Inquiries or hearings Experience of delivering services in a major growth area and/or across multiple planning fields (A/I)
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent in town planning or related subject (A/D) Eligible for Membership of the RTPI (A/D) 	<ul style="list-style-type: none"> Member of the RTPI or related discipline (A/D) Additional qualification or expertise in a relevant

		specialised discipline (A/D)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> ● Full driving licence (D) ● Vehicle available for work (I) ● Ability to work flexible, including some evening meetings and weekends, as cases may require ● Willingness to work in nearby Council's to Peterborough (I) 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / Interview, (P) Presentation, (W) Written Test.]