PETERBOROUGH CITY COUNCIL

Person Specification

JOB TITLE:	Principal Development Management Officer	**POST NO:**	**012449**
GRADE:	12	**DEPARTMENT:**	Place and Economy
HOURS	Full Time		
DIVISION:	Development Management	**DIRECTOR:**	Adrian Chapman
DATE:	March 2022	**COMPLETED BY:**	Sylvia Bland, Group Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	● Current relevant planning legislation and regulation (A/I)	● Current legislation and regulation in other related areas (A/I)
SKILLS & ABILITIES	● Workload management (A/I) ● Change management (A/I) ● Effective delivery of performance in line with local and national targets (A/I) ● Delivering high qualities 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 (A/I)	● EDRMS/GIS systems use (A/I) ● Project Management tools and techniques in line with Prince 2 methodology (A/I)
EXPERIENCE	● 4 years broad experience of development experience including major projects (A/I)	● Understanding the political interface with elected members (A/I) ● Experience of delivering services in a major growth area and/or across multiple planning fields (A/I)
QUALIFICATIONS	● Degree or equivalent in town planning or related subject (A/D) ● Eligible for Membership of the RTPI (A/D)	● Member of the RTPI or related discipline (A/D) ● Additional qualification or expertise in a relevant specialised discipline (A/D)

PERSONAL CIRCUMSTANCES	● Full driving licence (D) ● Vehicle available for work (I) ● Ability to work flexible including some evening meetings (I)	
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principles 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: (AI) Application / Interview, (P) Presentation, (W) Written Test.]