

**Person Specification**

<b>JOB TITLE:</b>	Principal Strategic Planning Officer	<b>POST NO:</b>	004623
<b>GRADE:</b>	12	<b>DEPARTMENT:</b>	Planning Policy
<b>HOURS</b>	37		
<b>DIVISION:</b>	Place and Economy	<b>DIRECTOR:</b>	Adrian Chapman
<b>DATE:</b>	February 2023	<b>COMPLETED BY:</b>	Gemma Wildman

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A thorough knowledge and understanding of current town planning issues and legislation, especially in the fields of planning policy and statutory development plans.</li> <li>• A thorough knowledge of project management techniques.</li> <li>• A thorough knowledge and understanding of regeneration and growth issues including relevant legislation and the role of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• A general knowledge of local government</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• The ability to prioritise work and meet deadlines in a complex environment with conflicting demands from colleagues and stakeholders.</li> <li>• The ability to liaise with, negotiate and influence developers, landowners, other local authority officers and other interested parties including members of the public, and to develop good working relations with external organisations.</li> <li>• Excellent policy development and report writing skills, with the ability to analyse complex issues and information, draw creative conclusions, and write policy statements with clarity and precision.</li> <li>• The ability to lead and manage their own work and the work of others flexibly according to changing and conflicting priorities.</li> <li>• The ability to co-ordinate work with partners and stakeholders across the growth regeneration and statutory planning agendas.</li> <li>• The ability to exercise initiative and work independently with limited managerial supervision.</li> <li>• The ability to explain complex policies and proposals to the public and stakeholders and present reports and evidence at meetings, public inquiries and examinations in public.</li> <li>• Good skills in public speaking and dealing with all forms of the media.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The ability to manage staff and budgets including external consultants.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience as a town planning practitioner, including experience in the preparation of statutory development plans.</li> <li>• Experience in addressing committees and other meetings involving councillors.</li> <li>• Experience of project leadership.</li> <li>• Involvement in growth and regeneration processes</li> <li>• Experience in negotiating with a variety of public and private sector bodies to achieve successful outcomes.</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A degree or post-graduate qualification in Town and Country Planning or a closely related subject.</li> <li>• Membership of the Royal Town Planning Institute</li> <li>• A current driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• An up to date Continuing Professional Development record.</li> <li>• An up to date Professional Development Plan</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• The ability to work, on an occasional basis, outside of normal office hours</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	