

## Person Specification

<b>JOB TITLE:</b>	Senior Development Management Officer	<b>POST NO:</b>	6183, 6186,10394
<b>GRADE:</b>	11	<b>DEPARTMENT:</b>	Place & Economy
<b>HOURS</b>	Full Time		
<b>DIVISION:</b>	Development and Construction	<b>DIRECTOR:</b>	Steve Cox
<b>DATE:</b>	January 2022	<b>COMPLETED BY:</b>	Sylvia Bland

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Current relevant planning legislation and regulation (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>Current legislation and regulation in other related areas (A/I)</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Project management (A/I)</li> <li>Change management (A/I)</li> <li>Effective delivery of performance in line with local and national targets (A/I)</li> <li>Delivering high qualities services to both internal and external customers (A/I)</li> <li>Effective verbal and written communication skills (P)</li> <li>Ability to prioritise workloads and meet strict deadlines (W)</li> <li>Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>EDRMS/GIS systems use (A/I)</li> <li>Project Management tools and techniques in line with Prince 2 methodology (A/I)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>3 years broad experience of development delivery (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the political interface with elected members (A/I)</li> <li>Experience of delivering services in a major growth area and/or across multiple planning fields (A/I)</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or equivalent in town planning or related subject (A/D)</li> </ul>	<ul style="list-style-type: none"> <li>Eligible for Membership of the RTPI (A/D)</li> <li>Additional qualification or expertise in a relevant specialised discipline (A/D)</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Full driving licence (D)</li> <li>Vehicle available for work (I)</li> <li>Ability to work flexibly including some evening meetings (I)</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	

<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	
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*[ 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.]*