

## PERSONAL SPECIFICATION

### S106 OFFICER

SKILLS ESSENTIAL	KNOWLEDGE ESSENTIAL	ATTAINMENT ESSENTIAL	ATTITUDE ESSENTIAL
<p>The ability to communicate technical information clearly and effectively both verbally and in writing, with a range of stakeholders, colleagues and customers.</p> <p>The ability to negotiate complex legal agreements, monitor and maintain records associated with the delivery of those agreements.</p> <p>Methodical approach to work with high levels of accuracy and ability to pay meticulous attention to detail.</p> <p>Good organisational skills, and ability to manage multiple deadlines and competing priorities.</p> <p>Excellent information management and numeracy skills and ability to produce and collate accurate information and data reports</p> <p>A professional approach, with ability to interpret complex Regulations and make reasoned and consistent judgements.</p> <p>Good overall administrative skills including maintenance and organisation of records and data. Preparation of correspondence, financial management, primary contact for clients for all s106 matters.</p>	<p>Knowledge of developer contributions; CIL and S106</p> <p>Proven working knowledge of Microsoft Office products and good general digital literacy. An understanding of planning and building control and related IT systems, specifically sound knowledge of CAPS/Uniform.</p> <p>Demonstrable understanding and up to date knowledge of Section 106 agreements and relevant legislation and regulations and their application to development.</p> <p>Experience in working in Development Management and or the management of S106 Agreements.</p> <p>Advanced knowledge of Excel and Access and ability to use a wide range of computer software to collate, query, analyse, interpret and present data.</p> <p>Experience of working on detailed calculations in a high-pressure Official environment</p>	<p>5 GCSEs (including English and Maths) or equivalent.</p> <p>Business Administration qualification or similar or similar experience.</p>	<p>Customer focused and committed to providing a quality service.</p> <p>Good interpersonal skills to deal with a range of professional, technical, and non-expert stakeholders and colleagues.</p> <p>Capable of independent initiative and creative thinking. Proactive and completes work/tasks fully</p> <p>A self-starter with the ability to get to grips with work quickly and independently.</p> <p>A positive flexible approach to work and the ability to work under pressure effectively to meet challenging deadlines and manage competing and changing priorities.</p> <p>Ability to lead on designated projects with minimum supervision.</p> <p>Team working</p> <p>Ability to identify innovative solutions to everyday challenges, continually striving to improve service delivery.</p>