

PERSON SPECIFICATION

Planning Service Development and Support Team Leader

| SKILLS | KNOWLEDGE | ATTAINMENT | ATTITUDE |
|---|--|--|---|
| ESSENTIAL | ESSENTIAL | ESSENTIAL | ESSENTIAL |
| <p>Excellent communication skills including strong report writing and presentation skills.</p> <p>Ability to persuade, influence and negotiate at all levels and across different stakeholders. Strong and effective interpersonal skills in groups, teams and one-to-one situations</p> <p>Exceptional leadership and management skills. Ability to lead by example, manage, motivate and coach a large team.</p> <p>Excellent problem solving, ability to assimilate and analyse information quickly, identifying issues, priorities and implement solutions.</p> <p>Experience of leading wide ranging service and behavioural change projects and ability to lead best practice ways of working and continuous improvement.</p> | <p>Detailed technical knowledge of planning policy and processes.</p> <p>Awareness of the issues and legislative changes facing planning</p> <p>Proven working knowledge of Microsoft Office products and good digital literacy, detailed knowledge of CAPS/Uniform.</p> <p>Detailed knowledge of project and programme management tools and approaches.</p> <p>Detailed knowledge of business improvement tools and techniques.</p> <p>Knowledge of culture and behaviour change and change management techniques</p> <p>Understanding of service planning, delivery needs and targets</p> <p>Understanding of the workings of, complex organisations and the challenges they raise in respect of the financial, legal and political arenas</p> <p>General administration and numeracy, with knowledge of budget and financial management</p> | <p>Business, management, degree or demonstratable experience of project, programme or change management</p> <p>Any relevant professional qualifications in planning and related planning services.</p> <p>Successfully bid for funding to improve services</p> <p>Experience in dealing with the general public and written/oral enquiries</p> | <p>Customer focussed and driven to deliver high quality services to both internal and external clients</p> <p>Creative thinker, open minded, adaptable and flexible to meet changing service, member and customer demands</p> <p>Confident, assertive and decisive.</p> <p>Strategic, progressive and innovative thinker.</p> <p>A commercially minded, positive and proactive approach to work.</p> <p>Self motivated and high performing, seeking out opportunities to improve processes, ways of working, and service quality.</p> <p>Ability to positively engage with and support elected Members and be politically aware</p> <p>A corporate approach that promotes a positive and professional image of the service.</p> |
| DESIRABLE | DESIRABLE | DESIRABLE | DESIRABLE |
| | | Business Administration professional qualification e.g MBA | |