

PERSON SPECIFICATION

Major Projects Planning Officer

SKILLS	KNOWLEDGE	ATTAINMENT	ATTITUDE
ESSENTIAL	ESSENTIAL	ESSENTIAL	ESSENTIAL
<p>Excellent communication, evaluation, negotiation, presentation and interpersonal skills.</p> <p>Ability to advise, coach and mentor planning officers.</p> <p>Ability to organise and prioritise a caseload of major strategic applications, using project management techniques to manage quality and throughput to achieve performance targets.</p> <p>Excellent problem solving, influencing, negotiating and persuading skills on complex and contentious issues</p> <p>Ability to read and interpret maps, plans, and technical drawings.</p> <p>Excellent public speaking and presentation skills and the ability to make complex matters understandable to a wide-ranging audience. Ability to write clear and concise reports and statements, distilling complex matters into straightforward information to support the decision-making process.</p> <p>Ability to lead best practice ways of working and support the delivery of continuous improvement.</p> <p>Providing appropriate specialist advice to the public, developers, agents and Members on planning matters</p>	<p>High technical knowledge of planning policy, urban design principles, and legislation.</p> <p>Environmental awareness</p> <p>Awareness of the issues facing planning, and of the economic, political and social context of planning decisions.</p> <p>Proven working knowledge of Microsoft Office products and good digital literacy, sound knowledge of CAPS/Uniform.</p> <p>General administration and numeracy</p> <p>Understanding of service delivery needs and targets</p>	<p>Educated to Masters level or equivalent</p> <p>Professional RTPPI planning qualification or 5 years' experience in a planning environment.</p> <p>Significant experience in town planning and experience of managing multiple major and complex planning applications for residential and commercial development.</p> <p>Successful planning appeal record.</p> <p>Experience in dealing with the general public and written/oral enquiries</p> <p>Access to car and full driving licence</p> <p>Previous public sector experience</p>	<p>Customer focussed and driven to deliver high quality services to both internal and external clients. Diplomacy in dealing with applicants / objectors with differing needs, dealing with staff situations and persons responsible for a breach of planning control</p> <p>Open minded, adaptable and flexible to meet changing service, member and customer demands</p> <p>A positive and proactive approach to work and works effectively as part of a large team.</p> <p>Self-motivated and high performing</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>

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DESIRABLE	DESIRABLE	DESIRABLE	DESIRABLE
	Knowledge of Construction and Landscaping matters	Presenting at Public Inquiries or hearings Other related professional experience or qualifications such as: Architecture, forward planning, conservation, enforcement, and economic development	Progressive and Innovative Strategy development