|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge, Skills and Experience**  **(taken from role profile)** | **Job Specific Examples** | **Essential** | **Desirable** |
| Substantial experience of working in a development management service, particularly within the public sector. | Proven extensive experience of working in a local planning authority, preferably at a senior level | **🗸** |  |
| Excellent knowledge of a development management service in a local government setting and partner relationships and wider sector / external influences. | Conversant with the operation of the TCPA, NPPF and regulations and experience of working with applying policies within a local plan | **🗸** |  |
| In depth knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the development management service. | Presentation of recommendations at Committee and ability to represent the Council at hearings and inquiries. |  | **🗸** |
| Ability to analyse and process large amounts of complex information to produce clear and robust reports. | Experience of handling larger scale and / or complex development proposals. | **🗸** |  |
| Excellent interpersonal, persuasion and negotiating skills. | Comfortable leading discussions with developers and external stakeholders, including section 106 negotiations. |  | **🗸** |
| Authority and credibility to build relationships influence and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations. | Experience of dealing with developers, appointed professional agents, senior officers and other stakeholders on development related matters such as: local communities, parish and town councils, elected members and the public. | **🗸** |  |
|  |  |  |  |
| Good customer service skills, with experience of resolving escalated / complex customer queries. | Ability to deal professionally with all customers and to assist in responding to any complaints made against the service. | **🗸** |  |
| Excellent organisational skills to manage a range of complex activities and to achieve given targets and objectives. | Managing workload, including more complex case load to meet statutory deadlines, |  |  |
|  |  |  |  |
| Initiative, strategic and political awareness demonstrated in problem solving and decision making. | Ability to analyse data and present recommendations on challenging or controversial planning applications, |  |  |
|  |  |  |  |
| Good ICT skills including use of standard Microsoft applications and specialist systems. | Use of Civica, M3 or other planning systems considered a benefit |  |  |
|  |  |  |  |
| Excellent time management skills to manage a complex workload prioritise and set deadlines and cope with conflicting and changing demands. | Managing a complex case load to meet statutory deadlines |  |  |
|  |  |  |  |
| Commercial awareness. | To be aware of income generation potential ,with charges for services such as Pre-Application advice, PPAs etc. |  |  |
|  |  |  |  |
| **Qualifications** | | **Essential** | **Desirable** |
| Degree or equivalent in relevant discipline. | | **🗸** |  |
| Ability to work towards RTPI Member Status | | **🗸** |  |
| Qualify for RTPI Membership | |  | **🗸** |
|  | |  |  |
| **Other Requirements** | | **Essential** | **Desirable** |
| In order to undertake site visits, it is necessary that you have a full driving license. | | **🗸** |  |
| The role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. | | **🗸** |  |