### EMPLOYEE SPECIFICATION

|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I =INTERVIEW  T =TEST/ASSESSMENT  QC = QUALIFICATION CERTIFICATE  AF - APPLICATION FORM |
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| EDUCATION | Membership of relevant professional body, preferably the Royal Town Planning Institute (RTPI).  First Degree or equivalent in Town Planning, Urban Design (with RTPI exemption). | Evidence of continuing professional and personal development in design / planning. | I, QC, AF |
| EXPERIENCE / KNOWLEDGE | Demonstrate significant experience relating to a suitable range of development projects, particularly involving design and negotiating the delivery of strategic infrastructure.  Experience of negotiating agreements that deliver high quality outcomes through master plans and major planning applications.  Experience of project management and multi-agency working within the Planning system.  Experience of preparing evidence and presenting at Planning Appeals.  Proven experience of analysing problems, interpreting complex information and identifying practical solutions.  Proven experience of using information technology, including the use of Microsoft products to produce reports and management information. | Experience of working in Local Government or relevant private sector experience.  Experience of presenting, engaging and consulting with communities and the public through formal public participation projects. | AF,I  AF,I  AF,I  AF,I  AF,I  AF,I |

| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I =INTERVIEW  T =TEST/ASSESSMENT  QC = QUALIFICATION CERTIFICATE  AF - APPLICATION FORM |
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| COMMUNICATION | High level of communication, collaboration, presentation and consultation skills including the ability to network using interpersonal skills with a wide range of audiences, developers, the general public and external agencies.  Good oral and written communication skills to engage with a variety of audiences, including external bodies and internal customers.  Proven experience to undertake research and analysis, write clear and concise reports and produce well-presented publications. |  | AF,I  AF,I  AF,I |
| SPECIFIC SKILLS & ABILITIES | Ability to balance the needs of existing communities with those developing for growth.  Experience of project management within a planning policy role.  Ability to manage resources effectively and supervise staff / consultants.  Detailed knowledge and experience of planning legislation and practice.  Analytic skills – proven experience to negotiate, interpret and explain master planning design concepts.  Ability to plan and project manage work in an organised and prioritised method to meet deadlines as well as respond to conflicting pressures. | Effective communicator with the confidence to develop and maintain links with a wide range of contacts. | AF,I  AF,I  AF,I  AF,I  AF,I  AF,I |

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| PERSONAL QUALITIES | Must be able to attend meetings within and outside the Borough including some evening meetings.  Must be able to conduct site visits by having a full, clean driving licence and the ability to travel around the Borough.  Flexible negotiator with enthusiastic and self motivated approach to work.  Ability to work as a team member and as an individual by showing appropriate initiative and a high level of concern for quality.  Able to adapt and respond quickly to change.  Show initiative in a working environment, thoroughness and attention to detail.  Demonstrates a highly professional working ethos to promote a positive and professional Council image.  Approaches work with integrity, initiative and innovation with a customer focus. |  | AF,I  AF,I  AF,I  AF,I  AF,I  AF,I  I  I |