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### PERSON SPECIFICATION

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|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF=Application Form |
| **QUALIFICATIONS** | Relevant degree level qualification or equivalent including Maths & English to GCSE / O Level | Relevant Management qualification | I, QC, AF |
| **WORK EXPERIENCE**  **WORK EXPERIENCE**  (continued) | Significant experience of project or programme management of major development projects.  Experience of presenting, engaging and consulting with communities and the public through formal public participation projects  Extensive experience of working in partnership with a complex stakeholder group.  Proven experience of using project management principles to build and lead a multi-disciplinary project team that involved working in partnership with other organisations.  Proven experience of commissioning and contract management of research and policy work.  A demonstrable understanding of the development process and the ability to deliver development schemes.  Proven experience of analysing problems, interpreting complex information and identifying practical solutions. |  | AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I |
| **COMMUNICATION** | The ability to converse at ease with members of the public and provide advice in accurate spoken English.  High level of communication, presentation and consultation skills (written, oral and electronic) including the ability to network with a wide range of audiences, the general public and external agencies.  Proven ability to write clear and concise reports and produce well-presented publications. |  | AF, I  AF, I |
| **SPECIFIC SKILLS**  **SPECIFIC SKILLS** (continued) | Project management supervisory skills, budget monitoring and the ability to make appropriate decisions as well as management of staff and contractor resources.  A good understanding of the national agenda regarding Garden Communities, knowledge of Local Government administration and its processes.  A good understanding of the development industry and the ability to critically review and inform development appraisals and viability assessments. | Project Management qualification | AF, I  AF, I  AF, I |
| **PERSONAL QUALITIES** | A flexible, enthusiastic and self-motivated approach to work.  Ability to work as a team member and as an individual by showing appropriate initiative and a concern for quality.  Excellent leadership skills including the ability to delegate and empower employees.  Ability to influence, adapt and respond quickly to change.  Demonstrates initiative in a working environment, thoroughness and attention to detail.  Demonstrates a professional working ethos.  Approaches work with integrity, initiative and innovation with a customer focus. |  | I  I  I  I  I  I  I |
| **OTHER CRITERIA** | Full, valid driving licence and access to a vehicle in order to travel around sites within the Borough.  Appropriate Business Use vehicle insurance.  Promote a positive and professional council image.  Ability to attend out of hours meetings. |  | AF, I  AF, I  AF, I  AF, I |