

# EMPLOYEE SPECIFICATION

Dept: Development and HousingSection: Planning PolicyPost No: DEPP01001Designation: Planning Policy ManagerGrade: 15<br/>SCP48-49

### Qualification:

- (E) Membership of the Royal Town Planning Institute
- (E) Degree or equivalent on Town Planning
- (D) Qualification in management

## Knowledge/Skills/Abilities:

## Knowledge:

- (E) Extensive knowledge of best practice and the legislative basis for Town Planning
- (E) Knowledge of the interactions between Planning Policy and other divisions of the Directorate and the wider contribution the planning service makes to the Council.
- (D) Knowledge of the links between Planning Policy and other strategic policy including housing and economic development matters.
- (D) An understanding of the Council's policies, procedures and regulations, which are relevant to the work of the division

#### Abilities:

- (E) To manage and motivate staff to provide an efficient, effective and continuously improving planning policy function
- (E) An ability to manage budgets and plan for resource requirements
- (E) An ability to achieve appropriate quality standards for the division

## Skills:

- (E) Good organisational skills with an ability to work to timescales, set targets and work under pressure to achieve them.
- (E) Good interpersonal relationship skills to collaborate with partners, stakeholders and staff
- (E) Good negotiation skills
- (D) Good computer skills

## **Experience:**

- (E) Experience in a supervisory role allied to the work of a planning department
- (E) Extensive post qualification experience working in planning
- (E) Experience of giving evidence in planning appeals and/or local plans examinations including both Public Local Inquiries and Hearings

## **Special Requirement:**

- (E) The post holder should be able to undertake site visits and property inspections
- (E) To attend meetings as appropriate outside normal working hours

NB E Essential

D Desirable Date Produced: May 2022