

PERSON SPECIFICATION

Job Title	Assistant Planning Manager	Location	Civic Offices
Business Unit	Resident Services	Date	June 2023
Completed By	Mike Townsend		

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• Educated to Master’s degree level or equivalent with appropriate professional qualifications.	✓		Application form
• Chartered Membership of the Royal Town Planning Institute	✓		Application form
• A specialist qualification in an additional related subject such as Conservation or Management.		✓	Application form
Work Experience & Attainments Previous work experience relevant to the job			
• Significant and in depth relevant technical and management experience	✓		Application form and interview
• Significant and in-depth experience in managing politically sensitive projects	✓		Application form and interview
• Significant and in-depth experience of leading on and negotiating planning obligations through appropriate legal agreements	✓		Application form and interview
• Public Inquiry experience in managing the process and attending as a lead witness.	✓		Application form and interview
• Planning Enforcement / Planning Development Support/Conservation experience.	✓		Application form and interview
• Significant detailed knowledge and understanding of the key legislation relevant to the functioning of the service area	✓		Application form and interview
• Experience of managing change to deliver customer improvements		✓	Application form and interview
Skills and Competencies Select specific skills and competencies relevant to the role from the list below			

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	Essential	Desirable	
• Management and interpersonal skills – ability to manage people, resources and change	✓		Application form and interview. Test, if appropriate.
• Project Management	✓		Application form and interview
• Organisational ability – time management, customer care, prioritisation and conflict resolution skills	✓		Application form and interview
• Ability to analyse and interpret data and complex information, including potential impacts of policy and legislative changes	✓		
• Presentational skills/orally and in writing	✓		Application form and interview
• Ability to set and monitor clearly defined targets	✓		
• Motivational, leadership, development and team working	✓		Application form and interview
• Ability to build working relationships and liaise at all levels, including with Members	✓		
• Performance management – ability to build and motivate teams to achieve excellent performance	✓		Application form and interview
PC/Computer Literacy			
Job content relating to this			
• Familiar with suitable in-house package to manage the processing of planning applications and related cases.	✓		Application form and interview
• Microsoft and other related packages, including Uniform, IDOX DMS		✓	Application form and interview
Circumstances			
Location, flexibility and mobility; other circumstances specific to the job			
• Attendance at evening meetings	✓		Application form
• Driving Licence	✓		Application form
• Named contact for out of hours emergencies	✓		Application form