

Person Specification

Job Title	Policy & Delivery Officer (Career graded)	Req No	
Prepared by	EO Policy & Place	Date	01/03/2022
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u>			
Experience of preparing policy documents in accordance with legislation and guidance (Grade G-I)			
Experience of negotiating with a range of bodies and individuals (Grade G-I)			
Experience of leading and co-ordinating projects (Grade G-I) with a strong track record of programme			
Working across organisational boundaries, developing effective relationships in order to deliver Service			
Experience of effective communication using a variety of methods tailored to a broad range of			
<u>Qualifications/training:</u>			
Degree level qualification in Planning recognised by the RTPi			
Evidence of continuous professional and personal development.			
<u>Special Knowledge:</u>			
Good knowledge and practical understanding of planning legislation and guidance (Grade G-I)			
Sound knowledge of the development plan process (Grade G-I)			
Understanding of the social, political and economic environment and their impact on the issues,			
Strong IT literacy skills with working knowledge of Microsoft applications and planning related IT systems			
General knowledge of a range of policy areas, conversant with policy and process in respect of the			
<u>Disposition/attitude:</u>			
Inspiring, motivated team player.			
Engaging and positive "can do" attitude.			
Effective customer care skills (Grade F-I), including how to understand, deliver and manage customer expectations (Grade G-I)			
Leads by example and proactively demonstrates the Council's standards of behaviour.			
An effective communicator who is determined, positive and approachable.			
Highly self-motivated and driven to achieve challenging objectives (Grade F-I); able to use own initiative under minimal supervision (Grade G-I)			
Strong team player (Grade F-I) and ability to encourage, support and provide challenge to others as			
Ability to manage and prioritise a wide and varied workload.			
Ability to challenge established practices and proactively drive cultural change.			
<u>Practical/intellectual:</u>			
Ability to effectively communicate with others, building and maintaining productive relationships with staff, members, customers and stakeholders			
Good analytical skills and the ability to interpret information and make balanced judgements/recommendations and to take action.			
Ability to manage and prioritise own workload to meet deadlines and targets (Grade F-I) and to devise and lead work programmes (Grade G-I)			
Ability to negotiate a successful outcome and to manage conflict and mediate when presented with stakeholders with conflicting priorities (Grade G-I)			
Ability to recognise and manage risk.			
Ability to write complex reports			
<u>Physical Requirements:</u>			
Will be required to attend site visits across the District.			
<u>Additional Requirements:</u>			
Able to demonstrate and work in accordance with the Council's values and behaviours.			
Will be required to work outside normal working hours on occasions			
Desirable Criteria – Additional requirements relevant to the post			
Knowledge of other Council services/disciplines			
Understanding of the social, political and economic environment and their impact on the issues, implications and challenges facing local government			