

**Person Specification**

<b>Job Title</b>	CIL & S106 Delivery Officer	<b>Req No</b>	
<b>Prepared by</b>	EO Housing Delivery & Strategic Sites	<b>Date</b>	01/05/2022
<b>Essential Criteria – Vital requirements for the post holder</b>			
<b><u>Relevant Experience:</u></b>			
<p>Strong track record of effective programme management and experience of managing multidisciplinary projects and processes.</p> <p>Experience of negotiating with a range of bodies and individuals.</p> <p>Experience of proactively leading and delivering change and improvement initiatives.</p> <p>Working across organisational boundaries in order to deliver Service projects and priorities.</p> <p>Experience of working closely with the development industry and building proactive and successful relationships between the public and private sector.</p> <p>Experience of effective communication using a variety of methods tailored to a broad range of stakeholders and customers.</p>			
<b><u>Qualifications/training:</u></b>			
<p>Degree level qualification or equivalent in a relevant subject/field.</p> <p>Evidence of continuous professional and personal development.</p>			
<b><u>Special Knowledge:</u></b>			
<p>Sound knowledge and practical understanding of CIL and S106 and infrastructure related legislation.</p> <p>Understanding of the social, political and economic environment and their impact on the issues, implications and challenges facing local government.</p> <p>Financially and commercially aware with strong analytical skills and a creative approach to service delivery</p> <p>Strong IT literacy skills with working knowledge of Microsoft applications, particularly Outlook and Word and the ability to use and develop monitoring systems confidently.</p>			
<b><u>Disposition/attitude:</u></b>			
<p>Inspiring, motivated corporate player.</p> <p>Engaging and positive "can do" attitude.</p> <p>Effective customer care skills, including how to understand, deliver and manage customer expectations.</p> <p>Leads by example and proactively demonstrates the Council's standards of behaviour.</p> <p>An effective communicator who is determined, positive and approachable.</p> <p>Highly self-motivated and driven to achieve challenging objectives; able to use own initiative under minimal supervision.</p> <p>Strong team player and ability to encourage, support and provide challenge to others as appropriate.</p> <p>Ability to negotiate a successful outcome, mediate and to manage conflict.</p> <p>Ability to work under pressure and prioritise a wide and varied workload.</p> <p>Ability to challenge established practices and proactively drive cultural change.</p>			
<b><u>Practical/intellectual:</u></b>			
<p>Ability to effectively communicate with others, building and maintaining productive relationships with staff, members, businesses, customers and stakeholders</p> <p>Strong analytical skills and the ability to interpret information and make balanced judgements/recommendations and to take action.</p> <p>Effective analysis, decision making and a very strong creative and innovative approach to problem solving</p> <p>Ability to recognise and manage risk.</p> <p>Ability to drive and deliver results.</p>			
<b><u>Physical Requirements:</u></b>			
<p>Will be required to work outside normal working hours on occasions.</p>			
<b><u>Additional Requirements:</u></b>			
<p>Able to demonstrate and work in accordance with the Council's values and behaviours.</p> <p>Able to undertake travel in connection with the post.</p>			
<b>Desirable Criteria – Additional requirements relevant to the post</b>			
<p>Sound knowledge and practical understanding of CIL and S106 and infrastructure related legislation.</p> <p>Local authority experience</p>			