

Tunbridge Wells Borough Council
Person Specification



Post Title: Planning Policy Manager
Service: Planning
Grade: SM3

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Significant successful planning experience, including Development Plan preparation and strategy and policy development.</p> <p>Proven successful experience of managing staff and of leading and completing projects.</p> <p>Budgetary and financial monitoring and control.</p> <p>Presenting to Committees/Cabinet and public audiences.</p> <p>Analysing development proposals and making recommendations in accordance with policy and good planning practice.</p> <p>Preparing and confidently presenting evidence at Examinations.</p>	Involvement in Development Control/Management or other planning project work.	Application form, pre-interview task, interview
QUALIFICATIONS	<p>Degree/post graduate degree in Town Planning or equivalent.</p> <p>Full Corporate Membership of Royal Town Planning Institute.</p>	A relevant Management Qualification.	Application form, pre-interview task, interview
SPECIAL KNOWLEDGE	<p>Broad and up-to-date knowledge of national planning policy.</p> <p>Knowledge of the law and procedures relating to the operation of the statutory Town Planning system, especially</p>		Application form, pre-interview task, interview

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	<p>relating to Development Plan preparation, including sustainability appraisals.</p> <p>Broad knowledge of current urban and rural planning issues.</p>		
<p>PRACTICAL & INTELLECTUAL SKILLS</p>	<p>Ability to communicate effectively with the public, Councillors and professional agents in writing, face to face and by telephone, in a manner consistent with the Council's Customer Care policy.</p> <p>Ability to lead teams so that there are collaborative working relationships with other departments and teams in Planning Services and Council.</p> <p>Ability to negotiate with applicants for planning permission to secure amendments to development proposals, with specific reference to Planning Policy related matters.</p> <p>Ability to develop the skills of others through review and supervision of their work, coaching and assessing training and development needs.</p> <p>Ability to make effective use of information technology to assist the completion of Development Plans, and similar documents.</p> <p>Proven ability to meet deadlines, prioritise work and work under pressure.</p>		<p>Application form, pre-interview task, interview</p>
<p>DISPOSITION/ ATTITUDE</p>	<p>Patient, diplomatic, collaborative, motivating, approachable.</p> <p>Has a positive outlook.</p> <p>Enjoys a challenge, is tenacious and solutions orientated.</p> <p>Works well and remains calm under pressure.</p>		<p>Application form, pre-interview task, interview</p>

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SPECIAL REQUIREMENTS	<p>Willingness to work flexible hours when required, and to attend occasional evening meetings.</p> <p>Ability to carry out site visits in rural areas.</p> <p>Driving Licence</p> <p>Access to a car</p>		<p>Application form, pre-interview task, interview</p>