

Tunbridge Wells Borough Council
Person Specification



POST TITLE: Conditions and Section 106/CIL Officer

GRADE: E

SERVICE: Development Management

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner 	<ul style="list-style-type: none"> Experience of planning and/or Section 106 planning agreements. 	Application form, interview and practical exercise
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> Educated to GCSE level or equivalent including Maths & English at Grade C (or equivalent) or above. 		Application form and interview
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of the UK planning system 	<ul style="list-style-type: none"> Detailed knowledge of Development Management and appeal procedures 	Application form, interview and practical exercise
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> Ability to interpret plans and other planning documentation. Persuasion and negotiating skills to resolve issues. Highly literate and numerate in order to produce clear reports and monitoring data. Excellent written and verbal communication skills. Excellent accuracy and attention to detail. High level of organisational skills. Good report writing skills Excellent IT Skills including Microsoft Office. 		Application form, interview and practical exercise
DISPOSITION/ ATTITUDE	<ul style="list-style-type: none"> Able to meet deadlines and work under pressure Able to work as part of a team Able to balance case load of condition submission applications/advice requests with technical and administrative work, as required operationally 		Application form and interview

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SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• Car driver• Physical ability to carry out site inspections, which may be in rural areas		Application form