

<b>Designation:</b>	<b>Majors &amp; Environment Team Manager</b>
<b>Grade:</b>	<b>Stroud 8</b>
<b>Responsible to:</b>	<b>Head of Development Management</b>
<b>Service Area:</b>	<b>Planning Services</b>
<b>Post Number:</b>	

### ESSENTIAL CRITERIA

#### QUALIFICATIONS

- At least 5 GCSE's (or equivalent) at Grade C, including English and Mathematics
- A degree in Town Planning or closely related subject
- A member of the RTPI

#### EXPERIENCE

- Significant relevant professional experience working at a senior level
- Management responsibility for staff
- Experience of dealing with the public and a wide range of partners/stakeholders
- Experience of planning appeals and acting as expert witness at public inquiries

#### SKILLS & KNOWLEDGE

- Thorough knowledge and understanding of the planning legislation, policy and case law
- Thorough knowledge of local authority planning service requirements and the development management function
- Ability to confidently and effectively communicate and negotiate with a variety of customers in a challenging and dynamic environment
- Ability to enthusiastically lead, manage, support, and motivate a team
- Excellent standards of written and verbal communication and presentation skills
- Proficient use of IT (including MS Office)
- Ability to approach negotiations and problems with innovation and creativity
- Excellent time management skills

#### PERSONAL ATTRIBUTES

- Attention to detail with a can do attitude to delivering the objectives of the service
- Committed to providing excellent customer service
- Able to act on own initiative and work as part of a team
- Able to work under pressure and meet challenging deadlines
- Willing to attend evening meetings outside normal office hours as required from time to time

### DESIRABLE CRITERIA

#### QUALIFICATIONS

- An urban design qualification
- ILM or equivalent Management Qualification or willingness to work towards one

#### EXPERIENCE

- Being part of a senior management team

### CORE COMPETENCIES

#### 1. **Managing & Developing Staff**

You will be able to demonstrate:

Investment in staff – providing the appropriate resources and opportunities for individual and team development.

Appreciation – recognise the contributions of your team members and acknowledge this.

Manage Diversity – treat individuals with respect and consideration.

Manager Individual and team performance – Provide clear direction and feedback to maximise performance of your service.

Leadership – demonstrate confident leadership skills, setting goals and objectives for your team. You will be able to motivate, inspire, encourage and support your team to do well.

#### 2. **Business & Financial Management**

You will demonstrate commitment to the Council's vision and promote this within your team.

You will demonstrate a clear understanding of, and be focused on, effective financial control and management.

#### 3. **Managing Change**

You will be able and willing to respond to new work challenges and adapt to new situations, keeping ahead of the business environment changes in order to remain effective, efficient and relevant.

#### 4. **Focus on Improvements**

You will be able to demonstrate:

Excellent customer service – being responsive, focused on customer needs, operating professionally and with sensitivity.

Innovation and creativity – seeking the best way to deliver services, promoting innovation with the ability to learn and manage the risk to the service and Council.

#### 5. **Proficient Communication**

You will be able to influence others through effective communication, managing to keep yourself and others informed.

**6. Shape and Support the priorities of SDC**

Demonstrate an understanding of, and commitment to, the Council and its services. You will be consistent, accountable and work with integrity.

**7. Accountability**

Take personal accountability for activities that impact the team, service and Council. Accept responsibility, demonstrating a positive, focused attitude.

**In addition to the management competencies the employee competencies will also apply.**