

Designation:	Community Infrastructure Officer (maternity cover)
Grade:	Stroud 4
Responsible to:	Interim Planning Strategy Manager
Service Area:	Planning Strategy and Economic Development
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Attainment of academic qualifications equal to A level and GCSE passes (or able to demonstrate equivalent competence)

EXPERIENCE

- Proven ability to produce well researched and justified advice
- Experience in working with detailed numerical calculations or financial systems
- Ability to prioritise your workload with limited supervision
- Experience of advising the public on the telephone and face to face

SKILLS & KNOWLEDGE

- Excellent communication skills, written and verbal
- Ability to work as part of a team in a positive and constructive manner
- Good IT skills and ability to use a wide range of computer software to collate, query, analyse, interpret and present data
- Ability to work effectively to meet challenging deadlines and manage competing and changing priorities
- Proven information management and numeracy skills and ability to produce and collate accurate information and data reports
- A professional approach, with ability to interpret complex rules and regulations and make reasoned and consistent judgements

PERSONAL ATTRIBUTES

- Committed to providing excellent customer service

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

- Membership or working towards membership of an appropriate professional body
- Degree level education in an associated discipline

EXPERIENCE

- Experience in working in Development Management/Planning Policy and or the management of S106 Agreements or the administration and calculation of CIL
- Experience of working in a financial environment and dealing with financial payments
- Full knowledge of Community Infrastructure Levy with an up to date knowledge of the latest S106 Agreements and CIL Regulations and their application to development.
- An understanding of planning and related IT systems including Uniform and Exacom

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, in line with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

7. Conscientiousness

You will be able to be conscientious in the work you do and demonstrate that you can work in an organised and orderly manner.

You will be able to demonstrate that you can be industrious in the way you work.