

Designation:	Principal Appeals and Enforcement Officer
Grade:	Stroud 6
Responsible to:	Development Manager
Service Area:	Development Management
Post Number:	DEV030

ESSENTIAL CRITERIA

QUALIFICATIONS

- Degree in planning or planning related subject
- Member of the RTPI

EXPERIENCE

- Leading and managing a team of professional officers
- Production of well- researched and justified planning and enforcement advice and statements
- Experience of appearing at Hearings and Inquiries as expert witness
- Ability to prioritise your and your teams workloads
- A thorough knowledge of planning legislation and case law
- Excellent presentation skills and experience of presenting items to Planning Committee and other groups

SKILLS & KNOWLEDGE

- Clear understanding and interpretation of current planning policy
- Excellent communication skills, written and verbal
- Ability to understand the political environment
- Good IT skills with experience of Microsoft, Uniform and Idox
- Excellent conflict resolution skills
- Ability to work to tight timescales
- Experience of dealing with complaints
- Undertaking staff appraisals

PERSONAL ATTRIBUTES

- Committed to providing excellent customer service
- Confident assertive and calm negotiator
- An imaginative approach to problem solving
- Flexibility in work patterns to cope with peaks in work loads and occasional evening meetings

OTHER

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

DESIRABLE CRITERIA

QUALIFICATIONS

- Post graduate qualification in management

EXPERIENCE

- Experience of commissioning consultants and monitoring and co-ordinating their work

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 o understanding and meeting their needs, inline 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.