

## Tunbridge Wells Borough Council

### Person Specification



**Post Title:** Development Management Team Leader

**Service:** Planning Services

**Grade:** K

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<p>Several years' post qualification Town Planning experience including substantial experience of working on major sites in Development Management.</p> <p>Proven successful experience of managing staff, monitoring performance/targets/caseload and ensuring quality and efficiency standards are met.</p> <p>Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner and ability to explain complex proposals/matters, including in difficult and confrontational situations.</p> <p>Evidence of presenting to Committees/ Cabinet and public audiences</p> <p>Preparing and confidently presenting evidence at Public Inquiry or Local Plan Examination</p>	<p>Experience in Development Management and/or Planning Policy work in a Local Government organisation</p> <p>Financial monitoring</p> <p>Use of Planning Performance Agreements</p>	Application form, interview
<b>QUALIFICATIONS</b>	<p>Degree/Post Graduate Degree in Town Planning or equivalent</p> <p>Ability to become a member of Royal Town Planning Institute</p>	<p>Management training/a management qualification</p> <p>Membership of the RTPI as a chartered Town Planner</p>	Application form, interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>SPECIAL KNOWLEDGE</b>	<p>Broad and up-to-date knowledge of national planning policy</p> <p>Appreciation and understanding of both urban and rural planning issues</p> <p>Knowledge of the law and procedures relating to the operation of the statutory Town Planning system, especially relating to:</p> <ul style="list-style-type: none"> <li>- Major sites, including the processes of assessment of planning applications</li> <li>- Planning enforcement</li> </ul>	<p>Understanding of:</p> <ul style="list-style-type: none"> <li>Development economics</li> <li>- Planning Performance Agreements</li> <li>- Masterplanning</li> </ul>	Application form, interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<p>Ability to lead in working with organisations, developers, consultees, to secure development proposals</p> <p>Strong communication skills, to converse effectively with the public and those organisations representing the public, elected Members and professional agents in writing, face to face and by telephone</p> <p>High level persuasion and negotiating skills to resolve complex competing issues relating to proposals for different types of major and other development to achieve high quality sustainable development</p> <p>Ability to prepare and present evidence at Public Inquiries and Informal Hearings, and to produce accurate and well written reports for, and to present these to, elected Members, Senior Management and members of the public.</p>	<p>Ability to contribute to Planning Service Management Team meetings, to assist the Head of Planning and Development Manager in driving forward the overall Service</p>	Application form, interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Strong leadership and mentoring skills, able to develop and motivate team members.</p> <p>Highly developed organisational skills with analytical systematic approach and ability to prioritise conflicting workload and proven ability to meet deadlines and work under pressure.</p> <p>An understanding of corporate issues and ability to engage with corporate groups to achieve Council objectives</p> <p>Excellent IT skills (Word, intermediate/advanced Excel, PowerPoint, Outlook) and able to use planning databases (e.g. Uniform) and mapping systems</p>		
<b>DISPOSITION/ ATTITUDE</b>	<p>Patient, diplomatic, collaborative, motivating, approachable</p> <p>Has a positive outlook to working as part of a team</p> <p>Enjoys a challenge, is tenacious and solutions orientated</p> <p>Undertake work independently using judgement as to when to seek assistance from colleagues and Development Manager</p> <p>Works well and remains calm under pressure</p>		Application form, interview
<b>SPECIAL REQUIREMENTS</b>	<p>Willingness to work flexible hours when required, and to attend evening meetings.</p> <p>Ability to carry out site visits in rural areas.</p> <p>Driving Licence and access to a car</p>		Application form, interview

