

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Experience of presenting to a wide range of audiences • Broad knowledge of statutory planning processes • Experience of collecting, analysing, interpreting and reporting upon detailed technical data • Ability to positively influence outcomes through liaison and negotiations • Detailed knowledge of relevant Acts and Regulations • Good IT and inter-personal skills and ability to work well within a team • 		<ul style="list-style-type: none"> • Application form/Interview and references

Experience:

- Extensive post-qualification experience in urban regeneration and/or, planning policy, development management or town centre/economic regeneration work
- Experience of developing and implementing town centre strategies or town centre action/regeneration plans
- Understanding the role of town centres to achieve sustainable development
- Experience of project management and procurement
- Experience of bid development and / or securing external funding
- Experience of developing and sustaining successful partnership working with a range of organisations and key stakeholders
- Experience of representing an organisation and exercising influence in wider stakeholder groupings

- Experience in Local Government
- Experience of Local Plan preparation and policy formulation.
- Experience of preparing for and attending appeal hearings and / or public examinations
- Experience of working with Business Improvement Districts (BIDS) and similar key organisations within town centres

- Application form/Interview and references

	<ul style="list-style-type: none"> • Experience in advising on and recommending a suitable course of action on retail and town centre matters at a strategic and local level. • Experience in using information technology, computers and software including Microsoft Office, databases, GIS, mapping software, public engagement and / or planning application packages. • Experience data handling and analysis 		
Education/Qualifications:	<ul style="list-style-type: none"> • A degree or diploma in place management, Urban Planning, or Urban Regeneration and Development or equivalent demonstrable successful experience in a relevant professional discipline recognised by an accredited Institute or in Town and Country Planning (recognised by the RTPI) • Must be eligible for full membership of a relevant professional body. 	<ul style="list-style-type: none"> • Membership of a relevant professional body such as RTPI, ICE, or a relevant accredited Institute 	<ul style="list-style-type: none"> • Application form/Interview and references

Communication Skills:	<ul style="list-style-type: none"> • Strong communication style and ability to think clearly and to participate positively at meetings and in groups. • Confident in conversing in <u>fluent</u> English which is sufficient to fulfil all spoken aspects of the role 		<ul style="list-style-type: none"> • Application form/Interview and references
Other Requirements:	<ul style="list-style-type: none"> • Positive attitude to the public and other customers. • Understand role of community in policy making. • Willingness to learn • Flexible and able to adapt to achieve results. • Ability to work out of normal office hours for meetings, surveys, etc • Access to a vehicle insured for business and a valid driving licence. 		<ul style="list-style-type: none"> • Application form/Interview and references

Signed..... **Manager**

Date.....

Signed..... Employee

Date.....

Name..... Employee