

**Regulatory Directorate  
Senior Town Centre Project Officer  
Person Specification  
January 2023**

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

**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"> <li>• Experience in advising on and recommending a suitable course of action on retail and town centre matters at a strategic and local level.</li> <li>• Experience in using information technology, computers and software including Microsoft Office, databases, GIS, mapping software, public engagement and / or planning application packages.</li> <li>• Experience data handling and analysis</li> </ul>		
<b>Education/Qualifications:</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Must be eligible for full membership of a relevant professional body.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body such as RTPI, ICE, or a relevant accredited Institute</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/Interview and references</li> </ul>

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

Signed..... **Manager**

**Date**.....

**Signed..... Employee**

**Date.....**

**Name..... Employee**