

Person Specification – Development Contributions Officer – 2 year fixed term contract

Qualifications		
1	Degree and/or recognised advanced qualification in a Planning, Development or Legal related discipline or at least 5 years' experience working within a Planning, Development or Legal role	Essential
2	Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post	Essential
3	Membership, or eligible for membership, of a recognised professional organisation related to housing, planning or legal sectors	Desirable
Relevant Experience		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form, relevant experience in each of the areas listed below:		
4	Experience of interpreting, writing and communicating complex legal agreements	Essential
5	Experience of working with a range of stakeholders and at all levels of seniority within an organisation	Essential
6	Experience of a role within a regulated or legislative discipline	Essential
7	Experience of presenting and communicating detailed technical information in an engaging way	Essential
8	Experience of updating a database and/ or document management system	Essential
9	Experience of maintaining accurate records and data	Essential
10	Experience of working with elected Members and Parish Councils or in a political environment	Desirable
11	Experience of delivering information to committees or boards	Desirable
12	A strong track record of success in a Housing Enabling or planning role	Desirable
13	Experienced in undertaking housing needs assessments and/or identifying suitable housing solutions to meet known local needs	Desirable
Knowledge & Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:		
14	Knowledge and understanding of the planning system in relation to developer contributions	Essential
15	Understanding local and national policy relating to the provision of developer contributions	Essential
16	Competent user of excel, including manipulation of data and formulas	Essential
17	Knowledge of the Councils partners associated with the delivery of all forms of affordable housing, including, Homes and Communities Agency, Registered Providers	Desirable

18	Knowledge and experience of planning viability in relation to planning policy and development	Desirable
19	Good commercial awareness and ability to understand and assess housing markets	Desirable
20	Knowledge of the construction industry	Desirable
Personal Characteristics		
21	Willingness and ability to maintain an up to date and professional knowledge of S106, developer contributions and CIL.	Essential
22	Ability to lead and manage negotiations effectively and deliver positive outcomes	Essential
23	Ability to challenge behaviours and devise solutions to ensure continued service improvement	Essential
24	Ability to work individually on own initiative but also to be a team player	Essential
25	To be passionate about delivering an excellent customer focussed service	Essential
Physical Attributes		
26	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential
Additional Factors		
27	Ability to live and display the One Council Values and behaviours at work	Essential