

TEST VALLEY BOROUGH COUNCIL
PERSON SPECIFICATION

Post Title: Head of Planning & Building

Post No: PL1

ATTRIBUTES	ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	<ul style="list-style-type: none"> ▪ Capacity to motivate and lead staff. ▪ Political sensitivity and awareness. ▪ Ability to relate to elected Members, members of Council's Officer Management Team, external professionals, immediate team/colleagues and the general public. ▪ Strong commitment to customer service. 	
ATTAINMENTS	<ul style="list-style-type: none"> ▪ Educated to degree level. ▪ Membership of the Royal Town Planning Institute or equivalent. ▪ Evidence of continuing development of management skills. ▪ Excellent urban design skills. 	<p>Management qualification. Urban design qualification</p>
SPECIAL APTITUDES	<ul style="list-style-type: none"> ▪ Computer literate. ▪ Excellent oral and written communication skills, including presentations to groups and the public. ▪ Ability to work under pressure/good time management skills and to prioritise work. ▪ Able to demonstrate an innovative approach and flexible and open management style. ▪ Awareness of the capability of new technology and its contribution to the Planning and Building Service. ▪ Able to demonstrate team building/leadership skills and to generate enthusiasm on the part of staff for the achievement of service and corporate objectives. 	<ul style="list-style-type: none"> ▪ Thorough knowledge of the working of local government.
EXPERIENCE	<ul style="list-style-type: none"> ▪ Able to demonstrate achievement at management level in key areas of the post and Job Specification. ▪ Staff management. ▪ Able to demonstrate track record of effective partnership working with external agencies. ▪ Able to demonstrate experience of preparing and implementing Business Plans. 	
INTERESTS	<ul style="list-style-type: none"> ▪ Commitment to protecting and enhancing the built and natural environment. ▪ Must have genuine interest in the provision of quality services. 	
DISPOSITION	<ul style="list-style-type: none"> ▪ Able to communicate appropriately and effectively at all levels with staff, Members and the public. ▪ Able to work with and through others to achieve results. 	<ul style="list-style-type: none"> ▪ Able to understand and use informal networks to achieve goals.
CIRCUMSTANCES	<ul style="list-style-type: none"> ▪ Politically restricted post ▪ Able to attend meetings (including evening meetings) throughout the Borough and occasionally elsewhere. ▪ Required to work in both Council offices in Andover and Romsey with frequent travel between the two, driving license essential 	<ul style="list-style-type: none"> ▪ Understanding of the roles of elected members and others.