

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

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| Directorate: Place and Prosperity | Service: Planning and Strategic Housing | Job Title: Standards and Improvements Team Leader |
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Qualifications, Professional Membership, Technical Skills

| ESSENTIAL | DESIRABLE | HOW ASSESSED |
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| <p>Degree level and/or Prince 2 qualification for project management skills.</p> <p>Appropriate IT experience to be able to manage and interrogate computer systems and present this information in a variety of forms including excel spreadsheet.</p> <p>Keyboard skills to be able to operate PCs and sufficient competency to write correspondence and use databases.</p> <p>Ability to lead on systems administration and improvements to assist in the delivery of a customer orientated service in a complex environment.</p> <p>Experience / Knowledge of Microsoft Office (or equivalent products, i.e. spread sheets, word processing, database) sufficient to produce letters, reports, spread sheets, update databases etc. and</p> <p>Ability to communicate effectively orally and in writing on routine matters with work colleagues and members of the public</p> <p>Ability to record information accurately.</p> <p>After appropriate training the ability to provide</p> | <p>Experience in working in a Local Authority Technician Team</p> <p>Some demonstrable ability in working in a development management team and a good knowledge of the planning application process working in a Local Authority planning department (normally assessed as having at least 2yrs experience).</p> <p>Knowledge of Geographical Information Systems.</p> <p>An understanding of local authority financial systems.</p> | <p>Application Form</p> <p>Copy of qualification(s)</p> <p>Interview</p> |

| ESSENTIAL | DESIRABLE | HOW ASSESSED |
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| procedural advice and, among other things, lead the validation of planning applications and discharge of conditions under on the Town and Country Planning Acts. | | |

Circumstances

| ESSENTIAL | DESIRABLE | HOW ASSESSED |
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| Competency | Level | Essential | Desirable | How Assessed |
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| Occasionally be available to work outside normal office hours. | | Application Form Interview |
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| Achieving Results | 2 | Ability to learn the tasks set out in the job description. | | Application Form Interview |
| Communication | 2 | Ability to communicate effectively orally and in writing on a wide range of matters with work colleagues and members of the public Ability to record information accurately. | | Application Form Interview |
| Creative Thinking | 2 | Ability to put forward innovative new ideas and approaches. Ability to develop procedures and working practices to improve efficiency. | | Application Form Interview |

| Competency | Level | Essential | Desirable | How Assessed |
|---------------------|--------------|---|------------------|----------------------------|
| Customer Focus | 2 | Ability to assist in the delivery of a customer orientated service in a complex environment. Demonstrable experience of dealing confidently with members of the public, and the ability to liaise effectively with diverse groups of people and understand needs. | | Application form Interview |
| Decision Making and | 2 | Ability to apply policy objectively with tact | | Application Form |

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| Problem Solving | | and fairness. Ability to act on own initiative within prescribed policy parameters referring issues to senior officers where necessary. | | Interview |
| Making Change Work | 2 | Ability to support a positive image of change. Ability to cope with ambiguity and change and maintain commitment and calmness under pressure. | | Application Form Interview |
| Managing Resources, Projects & Processes | 2 | Ability to Manage, lead and support a team and to work on own initiative. An ability to work under pressure to meet statutory deadlines and performance targets. | | Application Form Interview |
| Organisational Awareness & Commitment | 2 | Supports the Council's values and goals | | Interview |
| Personal Impact | 2 | Ability to adapt style or content to meet the need of the situation or person involved. Effectively builds trust and rapport to influence outcomes. | | Interview |
| Working Relationships | 2 | Maintain constructive relationships with customers, outside agencies, members and officers of the Council. | | Application Form Interview |
| Equal Opportunities and Fairness | | Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment. | | Application Form Interview |

Date Issued: March 2026 Issued by: Head of Planning