

## Person Specification

<b>DEPARTMENT:</b>	Regeneration, Enterprise & Skills
<b>DIVISION:</b>	Planning & Building Control
<b>SECTION:</b>	Planning & Building Control
<b>DESIGNATION:</b>	Business Support Team Leader (Planning Admin)
<b>GRADE:</b>	P03
<b>POST NO.:</b>	DRES PLA02
<b>REPORTS TO:</b>	Assistant Director, Planning & Building Control

Criteria	Short listing Criteria
	Indicate as appropriate *
<b>Qualifications and Experience</b>	
Managerial experience in an administrative support environment	E
Experience of supporting development related functions, such as planning or building control	D
Experience in web based applications/systems	D
<b>Knowledge, Skills and Abilities</b>	
Ability to manage a busy business support team	E
Ability to communicate effectively with a wide range of partners/stakeholders both orally and written	E
Ability to maintain the operation of complex software applications which support range of services under your management.	E
Experience in finance accounting, procedures and budgets.	D
Proven ability to review business processes, recommend changes to practices to maximise efficiency and reduce costs	E
Proven ability to identify, investigate and resolve financial management issues. To provide timelines and reports outlining issues rising and making recommendations for resolutions	E
Proven ability to effectively manage teams of staff across a range of disciplines to meet targets and service commitments	E
Excellent I.T. skills, including Microsoft Office programmes, internet and databases, to interrogate, analyse and present data	E
Ability to prioritise and manage teams and personal workloads with minimum supervision to meet deadlines and targets in a busy environment.	E
<b>Equal Opportunities / Health and Safety</b>	
Commitment to and an understanding of the Council's	E

Equal Opportunities policy	
An awareness of Health & Safety considerations that relate to workplace practices	E