

Person Specification



Job Title	Planning Obligation Officer
Grade	SO1-PO2 (Career Grade)
Service/Section	Business Systems and Resources
Directorate	Place and Growth

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A demonstrable knowledge and understanding of CIL Regulations, statutory guidance and Section 106 Agreements.	D
Skills and Abilities	
Demonstrable track record of financial and non-financial monitoring, profiling, forecasting and data analysis and which includes undertaking audits of projects and systems.	D
High level of computer literacy, e.g. manipulating and interpreting financial information; and a great understanding of financial systems, policies and procedures	E
Excellent written and oral communication skills and the ability to communicate with a range of organisations	E
Excellent numeracy and literacy and good attention to detail.	E
Experience	
Experience of working in Town Planning or related area of work relevant to the Community Infrastructure Levy and Section 106s.	D
Proven experience of using Information Technology to a high level of proficiency in particular Excel to interrogate and present data.	E
Experience of preparing briefings and financial monitoring information, in particular the ability to present complex financial data.	D
Proven experience of organisational skills, ability to work on a varied workload, to work to strict deadlines and under pressure and to contribute to successful team work.	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E

Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E
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