

### Person Specification

<b>Position Title</b>	<b>Learning Estate Planning Officer</b>
<b>Division / Section</b>	<b>Place / Sustainable Development</b>
<b>Service Area</b>	<b>Learning Estate Planning</b>
<b>Responsible To</b>	<b>Learning Estate Planning Manager</b>

### Person Specification

<b>Qualifications, training &amp; professional membership</b>	Educated to degree level in a suitable area or with the equivalent direct working experience in learning estate projects.	Essential
	Membership of an appropriate professional body and/or related post graduate qualification.	Desirable

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

#### Knowledge and Experience

Detailed working knowledge of Learning Estate Planning Legislation and experience of delivering learning estate (or equivalent) projects	Essential
Working knowledge of planning procedures – including planning applications for school provision	Essential
Experience of overseeing project spend against agreed budgets	Essential
Knowledge of Council procurement procedures and experience of working with external contractors	Essential
Knowledge and experience of PRINCE 2 project management	Desirable
Working knowledge of learning and teaching practices and school or Early Years management.	Desirable
Knowledge of design (architectural, interior or other) and the impact of environment on learning and teaching	Desirable

### **Analysis and Planning Skills**

Ability to create, use and interpret statistical information and experience of creating/using complex Excel spreadsheets	Essential
Knowledge and use of GIS	Desirable
Ability to read and understand architectural drawings and plans	Desirable

### **Partnership and Engagement**

Experience of leading a range of public consultations	Essential
Experience of working collaboratively with end users and other stakeholders	Essential
Experience of working directly with Elected Members	Essential
Competent in liaising with a range of professionals on work related matters and leading project teams from a client perspective	Essential

### **Communications**

Competent in representing the Council at Public Meetings	Essential
Excellent written communication skills including ability to produce reports, briefing information and other public documents to a high standard	Essential
Negotiation and influencing skills to convey complex messages	Essential

### **Aptitude**

Ability to work with minimum supervision and capacity to work to very tight deadlines in pressurised circumstances	Essential
High level of creativity and ingenuity and a focus on being solution-orientated	Essential

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## **Competencies & Values Framework**

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

- Customer focused**
- Promotes the importance of quality customer/client services within the team and aims to exceed customer /client expectations
  - Identifies opportunities to improve the way the team delivers customer/client services
  - Ensure teams correctly identify customer/client needs and provides satisfactory solutions
  - Ensures regular contact with customers/client is maintained until problems are resolved
  - Consults on service provision and uses feedback to implement service improvements
  - Develops and reviews quality standards for service delivery
  - Manages customer/client expectation and conflicting need.
- Works Effectively with others**
- Builds consensus, support and commitment within the team around key organisational objectives.
  - Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution and encourages diversity
  - Identifies with and has a shared commitment to achieving team objectives
  - Shares knowledge and information with others
  - Thanks others for their contribution and efforts
  - Fosters good working relationships within teams across the Council
  - Actively seeks others input and values their contributions
- Managing change**
- Initiates and drives the pace of change and supports others in working through change.
  - Reacts positively to change
  - Is flexible and adapts plans in response to change
  - Prepares and supports team members during periods of change
  - Constructively challenges current thinking and procedures and offers alternative solutions
  - Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm
- Taking Ownership and Responsibility**
- Takes responsibility for own behaviour.
  - Takes responsibility for supporting corporate values.
  - Takes the initiative to start activities or actions
  - Recognises when a decision is needed and commits to act
  - Is proactive, acts quickly to address current issues
  - Seeks feedback and takes appropriate action
  - Takes responsibility for personal development
  - Modifies own behaviour to influence different situations.
- Communicating Effectively**
- Communicates accurate information with complete conviction and clarity.
  - Confidently uses a variety of communication methods and styles appropriate to audience.
  - Uses positive, appropriate language in all situations
  - Communicates clearly and concisely to influence others

- Creates a positive confident impression
- Uses interpersonal skills to have a positive impact in meetings
- Keeps written messages simple

### **Planning and Decision Making**

- Translates strategy into specific plans to deliver outstanding results.
- Makes sound decisions based on evaluations of options and risks.
- Regularly monitors progress and takes corrective action to ensure priorities are met
- Gathers information from several readily available sources
- Considers information objectively to establish logical options and generate solutions
- Considers options and risks before making a decision

### **Leading Others**

- Motivates and drives teams to achieve departmental objectives
- Stimulates challenge and constructive debate within the team
- Spots talent and gets the right team together, designs and constructs a team to make best use of members' abilities
- Ensures constructive review takes place rather than apportioning blame
- Leads without interfering, steps back and trusts people
- Reinforces acceptable behaviours and values of the Council
- Takes equal responsibility for the team's successes and failures.