

## Person Specification

<b>Position Title</b>	<b>Portfolio Planner</b>
<b>Division / Section</b>	<b>Sustainable Construction Delivery</b>
<b>Service Area</b>	<b>Strategic Asset Planning</b>
<b>Responsible To</b>	<b>Strategic Asset Partnership Manager</b>

### Person Specification

<b>Qualifications, training &amp; professional membership</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent in a relevant discipline.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Recognised project management skills (preferably knowledge of using Prince2 methodology)</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Demonstrable commitment to continuing professional development</li> </ul>	Essential

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

#### GENERAL

- Experience in local authority environment/public sector environment
- Essential
- Knowledge and experience of working in professional environment, specifically in the Architectural & Design field
- Essential
- Experience in development and delivery of agile workspace, education and community space strategy & design.
- Essential
- Proven ability to manage multiple projects to improve the effectiveness and efficiency in service delivery
- Essential
- Experience in data analysis delivery of co – location and space saving initiatives
- Essential
- Knowledge of current CDM Regulations
- Essential

- Experience of effective risk management. Essential
- Experience of preparing and developing business cases and Integrated Impact Assessments with strong analytical & report writing skills Essential

**LEADERSHIP**

- Experience of managing relevant or equivalent workstream within an organisation of comparable scope, size and complexity in a political environment. Essential
- Proven ability to manage teams to deliver strategic objectives Desirable
- Ability to provide strong leadership to create a high performance culture and a clear sense of purpose Essential
- Proven ability to lead and coordinate resources to achieve service priorities Essential
- Build effective relationships with Senior Officers across all service areas and across partner agencies. Essential
- Evidence of sound financial management skills including identification and delivery of savings and efficiencies. Essential
- Confident and proactive with a high level of drive, initiative and enthusiasm Essential

**STRATEGY AND CHANGE**

- Proactively sells and champions change programmes to others Essential
- Manages major conflict which could prevent changes being implemented Essential
- Strong communication and influencing skills Essential

- Developing strategy and policy to deliver sustainable and successful outcomes Desirable
- Experience of successfully implementing transformation of services. Essential

### **PARTNERSHIP & ENGAGEMENT**

- Successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, government, trade unions and public agencies Essential
- Strong stakeholder management skills, ideally within a government environment Essential
- Substantial experience of building customer relationships, ideally in a government organisation. Essential

### **LEGISLATION**

- Awareness of responsibilities as a manager for the health and safety of staff and service users and experience of implementing a safe working culture Essential
- Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges. Essential

## Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

- Customer focused**
- manages complex customer/client relationships
  - 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 and maintains constructive working relationships with other teams and groups
  - encourages equality and diversity in the workplace
  - treats people at all levels of the organisation with respect and values their abilities and contribution
  - tackles difficult issues of harassment, victimisation and racism in the workplace
  - facilitates open discussions and resolves conflicting views
  - creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
- Managing change**
- helps others to understand and address their concerns about change
  - proactively sells and champions change programmes to others
  - manages major conflict which could prevent changes being implemented
  - asks incisive questions to open up creative thinking and fresh ideas
  - assesses the impact of change and puts measures in place to minimise risk
  - plans the communication of change to explain what is different and what is the same.
- Taking Ownership and Responsibility**
- creates a sense of urgency about a situation when deadlines are slipping
  - ensures actions which are down to others take place as necessary and/ or expected
  - takes advantage of opportunities to influence future events
  - commits to own continuous improvement
  - is prepared to go beyond what appears to be required in the interests of the organisation
  - motivates individuals and groups to be proactive even when meeting resistance
  - keeps promises and honours commitments.
- Communicating Effectively**
- chairs meetings and facilitates groups effectively
  - conveys difficult messages and gains acceptance
  - diffuses conflict in a constructive non-threatening manner

- presents information in a persuasive and convincing manner
- asserts own opinions and expertise in tough situations
- is highly self aware and sociable, buoyant and positive when communicating with others.

### **Planning and Decision Making**

- goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect
- balances strict technical interpretation of issues with the need for practical solutions
- makes decisions that take account of multiple stakeholders
- properly considers departmental cost and resource implications when making judgements
- makes tough or unpopular decisions when required
- anticipates future trends/issues and amends plans accordingly.

### **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.

### **Managing Performance and Developing Others**

- holds managers accountable for their own and team performance
- encourages suggestions from managers/people to improve systems and processes
- ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change
- actively encourages and helps managers/people realise their potential and career aspirations
- sets team objectives and instils desire to exceed targets
- ensures key measures are in place including efficiency and where appropriate productivity.

### **Political Sensitivity**

- recognises department/Council wide constraints - what is or is not possible in different circumstances
- uses departmental/Council wide relationships to get things done
- accepts that the political decision making process of the Council will influence the department
- demonstrates awareness of political and community issues relating to local government.