

Recruitment person specification

Post being recruited for: Transport Officer, Planning

Our Behaviours

These apply to all posts, read more here:

[Our Behaviours – The City of Edinburgh Council](#)

Respect:

We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in all our decisions and actions

Integrity

We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city.

Flexibility

We're open minded, we keep it simple, we adapt to provide great services and find better ways of doing things, and we embrace opportunities for shared working and learning.

Person specification

Essential	Desirable
Educated to degree level in relevant discipline or demonstrable skills, knowledge, experience and competence at an appropriate level.	Evidence of continuing professional development. Membership of an appropriate professional body.
At least 2 years experience of working in a professional capacity in a transport environment.	At least 2 years experience working in a professional capacity in a local authority.
Knowledge of relevant roads and transport legislation.	Understanding of the structures, processes and procedures in local government.
Knowledge of the statutory planning system.	Working practical knowledge of use of developer contributions, traffic orders, road construction consent and other regulatory processes.
Able to communicate complex, technical information both in writing and orally to a variety of groups and stakeholders including elected members.	
Able to relate well to other professional disciplines and foster strong working relationships.	
Good interpersonal skills and able to relate well to customers, elected members, community groups and the general public.	
Creative and innovative approach to problem solving, exhibiting a 'can-do' problem solving attitude.	
Ability to manage multiple workstreams, organising time well and communicating to manage colleague expectations.	
Able to confidently deliver presentations to groups and Council committees.	
Able to be flexible, to work strict deadlines and cope when priorities change.	

Able to use initiative to proactively find solutions to complex planning and transport problems.	
Able to think innovatively and support new approaches to policy development and place-making and assessment of planning applications.	
Experience in the use of personal computers and the Microsoft Office suite.	
Able to step in for senior transport officer on a temporary basis when the senior is unavailable.	