

Recruitment person specification

Post being recruited for: Learning Estate Planning Officer

Our Behaviours

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in 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 service and find better ways of doing things, and we embrace opportunities for shared working and learning

Person specification

Category	Essential	Desirable
Experience	Detailed working knowledge of Learning Estate Planning Legislation and experience of delivering learning estate (or equivalent) projects Experience of overseeing project spend against agreed budgets Experience of working with external contractors Experience of leading a range of public consultations Experience of working collaboratively with end users and other stakeholders Experience of working directly with Elected Members	
Knowledge, skills and understanding	Knowledge of Council procurement procedures Ability to create, use and interpret statistical information and experience of creating/using complex Excel spreadsheets Competent in liaising with a range of professionals on work related matters and leading project teams from a client perspective Competent in representing the Council at Public Meetings Excellent written communication skills including ability to produce reports, briefing information and other public documents to a high standard Negotiation and influencing skills to convey complex messages Ability to work with minimum supervision and capacity to work to very tight deadlines in pressurised circumstances High level of creativity and ingenuity and a focus on being solution-orientated	Knowledge and experience of PRINCE 2 project management Working knowledge of planning procedures – including planning applications for school provision Working knowledge of learning and teaching practices and school or Early Years management. Knowledge of design (architectural, interior or other) and the impact of environment on learning and teaching Knowledge and use of GIS Ability to read and understand architectural drawings and plans
Qualifications and training	Educated to degree level in a suitable area or with the equivalent direct working experience in learning estate projects.	Membership of an appropriate professional body and/or related post graduate qualification.