

| Job Title                             | Range   | Duties  | Level A (Developing)   | Level B (Practising)   | Level C (Accomplished)  |
|---------------------------------------|---------|---|--|--|---|
| Open Digital Planning Support Officer | Range 3 | Supporting all aspects of project delivery and scheduling / attending project meetings as required, to help monitor progress of the project, identify any issues early and liaise with the Head of Business Development and Specialist Service to make necessary adjustments. | Required for this level  | In addition to level A   | In addition to levels A and B   |
|                                       |         |   | <b>Qualifications</b> <ul style="list-style-type: none"> <li>A minimum of 5 GCSE's including English and Maths (grades 4-9) or equivalent.</li> </ul>  | <b>Qualifications</b> <ul style="list-style-type: none"> <li>Working towards a Level 3 qualification in Business Administration or a related field.</li> </ul>   | <b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 3 qualification in Business Administration or a related field.</li> </ul>  |
|                                       |         | Supporting the ongoing development and testing of the Open Digital Planning Services, to ensure new technologies adheres to current legislation and contributes to delivering are reliable and efficient service.   | <b>Knowledge</b> <ul style="list-style-type: none"> <li>An awareness of GDPR legislation, confidentially, and best practice in relating to information sharing.</li> <li>An awareness of relevant policies and procedures in own area of work.</li> <li>An awareness of the Open Digital Planning project.</li> <li>An awareness of equality, diversity and inclusion.</li> </ul>  | <b>Knowledge</b> <ul style="list-style-type: none"> <li>A good understanding of equality, diversity and inclusion.</li> <li>A comprehensive working knowledge of the broader activities of the service.</li> <li>A good understanding of planning policies, practices, procedures and planning legislation.</li> <li>In-depth knowledge of the planning process including work to trees.</li> <li>In-depth knowledge of the pre application process.</li> <li>A good working knowledge of agile project management methodologies.</li> </ul> | <b>Knowledge</b> <ul style="list-style-type: none"> <li>A good understanding of GDPR legislation and best practice in relation to information sharing.</li> <li>A good understanding of the Council's Record Retention Policy and freedom of information protocols.</li> <li>Detailed knowledge and understanding of the planning administration process and related legislation and national policy and guidance.</li> <li>A comprehensive working knowledge of agile project management methodologies</li> </ul>  |
|                                       |         | Support the onboarding of new team members, service users and partner councils, to ensure good relationships and promoting a collaborative work environment.  | <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of the administration and development of IT systems and implementing digital projects.</li> <li>Experience of working with initiative, and as part of a team.</li> <li>Experience of interpreting and analysing data from a variety of sources and systems, including manual and computer-based records.</li> <li>Experience of using Microsoft Office and/or other relevant IT applications.</li> </ul> | <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working effectively with colleagues and external stakeholders.</li> <li>Experience of integrating working practices and processes including working collaboratively with colleagues from other areas using digital tools such as SLACK, Trello and Miro.</li> <li>Experience of managing the customer experience and developing processes to enhance the experience of customers.</li> </ul>  | <b>Experience</b> <ul style="list-style-type: none"> <li>Demonstrable experience of meeting multiple deadlines, including some non-negotiable and managing own work.</li> <li>Experience of successfully assisting in the delivery of projects and service/change initiatives.</li> <li>Demonstrable experience of contributing to change and listening to new ideas.</li> <li>Demonstrable experience to be able to carry out all aspects of the role independently.</li> <li>Experience of confidently using specialist IT packages relevant to the service area in which you are working.</li> </ul> |
|                                       |         | Review, update and maintain relevant Trello (work board) and other project management tools, to ensure that all tasks and projects are well-organised and easy to track.  |  |  |   |
|                                       |         | To manage Digital Planning Inboxes (Outlook mailbox, SLACK, TEAMS), to ensure customers receive a professional response to their enquiry and team members receive updates, feedback and important announcements quickly.  |  |  |   |
|                                       |         | Developing content for and representing the council at partnership, public and other high-profile events, influencing opinions and actions both internally and externally to positively promote Medway  |  |  |   |

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|  |  | <p>Council by showcasing its project initiatives and achievements.</p> <p>Assist in identifying partner / funding opportunities for other digital projects to ensure long-term viability and success of the open digital planning project.</p> <p>Assist on internal and external communications (e.g., website updates) to ensure that information is up-to-date and accurate both internal teams and service users.</p> <p>Manage communications via LinkedIn / tweets / blogging and council web comms / content to ensure a consistent message across all communication channels.</p> <p>Assist in the preparation of Show &amp; Tell demonstration content and delivery to ensure that stakeholders, partners, and the community are well-informed and engaged with the latest open digital planning developments at Medway.</p> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> <li>• Uses appropriate language, style and methods depending on audience and the purpose of communication.</li> <li>• Excellent listening skills, being able to extract relevant and important information.</li> <li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li> <li>• Able to interpret and analyse data from a variety of sources and systems.</li> <li>• Evidence of enthusiasm, drive, commitment, and energy demonstrated in achieving goals. Creative and innovative thinker. A positive ‘can do’ approach to service delivery and a commitment to continuous improvement.</li> <li>• Ability to input data, where care, accuracy, confidentiality and security are important.</li> <li>• Ability to demonstrate commitment to equality, diversity and inclusion.</li> <li>• Attention to detail with the ability to proofread.</li> <li>• Ability to always maintain confidentiality.</li> <li>• Good problem-solving skills.</li> </ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of GIS software for the analysis, interpretation, and production of work within the team.</li> <li>• Proficient in the use of Plan X Platform to create workflows and services.</li> <li>• Able to communicate information and ideas clearly and effectively, both verbally and in writing, to engage with stakeholders, customers, and colleagues at all levels through various communication channels.</li> <li>• Negotiate and discuss issues with colleagues in the public and private sector.</li> <li>• Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly to meet operational needs, committed, and motivated in approach.</li> <li>• Analytical and problem-solving skills and the ability to evaluate varied planning applications.</li> <li>• Excellent customer service skills, with experience of resolving escalated/contentious issues. Experience of managing the customer experience and developing processes to enhance the experience of customers.</li> <li>• Able to work successfully within a multidisciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective coordinated services.</li> <li>• Able to carry out duties independently.</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of analysing information and considering alternative solutions.</li> <li>• Experience of providing general information, advice and guidance on internal procedures relating to planning.</li> <li>• Experience of onboarding new staff and other service users</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to model high levels of professionalism and promote a culture of professional standards.</li> <li>• Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.</li> <li>• Able to prioritise tasks to meet required deadlines, with limited flexibility, while maintaining high standards of quality.</li> <li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li> <li>• Ability to work with minimal supervision, making recommendations in line with regulations, legislation, and established procedures, referring to supervisor/line manager, as necessary.</li> <li>• Team working skills with the ability to inspire and encourage others</li> <li>• Ability to manage challenges situations</li> <li>• A demonstrable ability of being highly proactive in enhancing service delivery</li> <li>• Committed to personal development</li> <li>• Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.</li> </ul> |
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|                          |         |   | <ul style="list-style-type: none"><li>• Ability to build effective relationships.</li><li>• Ability to be flexible and respond to change.</li><li>• A willingness to learn planning practices, including pre app fee calculations, planning enquiries and committee procedures.</li></ul>  |  |   |
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| Job Title                | Range   | Duties  | Level A (Developing)   | Level B (Practising)   | Level C (Accomplished)  |
| Digital and Data Officer | Range 3 | <p>Collaborate with Medway’s GIS Manager, ODP project and MHCLG Data Team to ensure data preparation aligns with established standards and specifications, thereby supporting accurate and reliable planning information.</p> <p>Prepare data to meet Data Standards Specifications, ensuring that data used in planning processes adheres to required quality standards.</p> <p>Clean, validate, and analyse all types of data, including GIS data, to ensure accuracy and completeness.</p> <p>Create different types of statistical and analytical reports by finding, analysing, and explaining trends or patterns in the data, and making conclusions and recommendations from that analysis.</p> <p>This will include communicating the findings of data analysis to different audiences in a clear and compelling way that illustrates the data's story and achieves project objectives.</p> <p>Review and update data flows to support Data Protection Impact Assessments, ensuring compliance with data protection regulations and safeguarding sensitive information.</p> <p>Conduct User Acceptance Testing to validate data accuracy and usability,</p> | Required for this level  | In addition to level A   | In addition to levels A and B   |
|                          |         |   | <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• A minimum of 5 GCSE’s including English and Maths (grades 4-9) or equivalent.</li></ul>   | <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Working towards a Level 3 qualification in Business Administration or a related field.</li></ul> <p>OR</p> <p><b>Professional Experience</b></p> <ul style="list-style-type: none"><li>• At least two years’ experience in managing data within a local authority.</li></ul>  | <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Level 3 qualification in Business Administration or a related field.</li></ul>   |
|                          |         |   | <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Good understanding of the data and information needs of local government and key stakeholders.</li><li>• Understanding of data visualisation techniques and tools such as Power BI, to effectively communicate insights and findings.</li><li>• A good understanding of GDPR legislation and best practice in relation to information sharing.</li><li>• A good understanding of the planning process including works to trees and TPO’s.</li><li>• A good understanding of the pre application process.</li><li>• A good working knowledge of agile project management methodologies.</li><li>• A good understanding of the Council’s Record Retention Policy and freedom of information protocols.</li></ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• A good understanding of planning policies, practices, procedures and planning legislation</li><li>• A comprehensive working knowledge of agile project management methodologies</li><li>• Understanding of data management in your role, and how it works in relation to other organisational governance structures for projects you are working on.</li></ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• A good understanding of the context of your work and the strengths and weaknesses of analysis and how to communicate these clearly and concisely.</li></ul> |

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|  |  | <p>ensuring that data meets user requirements and is fit for purpose.</p> <p>Regularly attend working groups and meetings with government departments and other Local Planning Authorities as part of the Open Digital Planning Programme.</p> <p>Undertake the training and upskilling of staff in data skills and best practice to improve and develop their knowledge and understanding.</p> | <ul style="list-style-type: none"><li>• Detailed knowledge and understanding of the planning administration process and related legislation and national policy and guidance.</li><li>• An awareness of data management and how it relates to governance.</li><li>• Knowledge of different data approaches, models and tools to enable data cleansing.</li><li>• Understanding of the importance of data quality and making sure data is fit for purpose.</li><li>• Awareness of the need to translate technical concepts into non-technical language.</li></ul> |  |   |
|  |  |   | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"><li>• Experience of working as part of a team.</li><li>• Experience of managing a varied workload.</li><li>• Working with multiple sets of data information systems</li><li>• Experience of working effectively with colleagues and external stakeholders.</li><li>• Demonstrable experience of meeting multiple deadlines, including some non-negotiable and managing own work.</li></ul>   | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"><li>• Experience in data led business intelligence and service improvement projects.</li><li>• Experience of confidently using specialist IT packages relevant to the service area.</li><li>• Using statistical techniques for research and analysis.</li><li>• Analysing user and customer feedback to identify trends and areas for improvement.</li><li>• Experience of successfully assisting in the delivery of projects and service/change initiatives.</li><li>• Experience of integrating working practices and processes including working collaboratively with colleagues from other areas using digital tools such as SLACK, Trello and Miro.</li><li>• Demonstrable experience of contributing to change and listening to new ideas.</li></ul> | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"><li>• Experience of working independently to deliver project outputs.</li><li>• Experience of applying data governance and protection in projects</li></ul> |

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|  |  |  | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Proficiency in Microsoft Office and have an awareness of specialist software and tools such as Uniform and Power BI.</li><li>• Uses appropriate language, style and methods depending on audience and the purpose of communication.</li><li>• Excellent listening skills, being able to extract relevant and important information.</li><li>• Can identify and prioritise customer needs.</li><li>• Adopts a professional approach to customers.</li><li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li><li>• Able to successfully handle competing demands effectively to meet statutory deadlines and targets and maintain high standards at all times.</li><li>• Able to interpret and analyse data from a variety of sources and systems.</li><li>• Able to adopt an inquisitive and curious approach to data.</li></ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.</li><li>• Able to apply basic models and tools to cleanse and transform data.</li><li>• Can apply basic techniques to analysis of data and summarise results.</li><li>• Use relevant tools and software independently; explaining how they can be used to manage, analyse and display data.</li><li>• Ability to understand basic data and research issues in data analysis projects and can check that the data and analysis look right.</li><li>• Ability to communicate effectively about data opportunities when working on projects.</li><li>• Communicate information and ideas clearly and effectively, both verbally and in writing.</li><li>• Able to work successfully within a multidisciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li><li>• Receptive to learning about data, data science and its techniques.</li><li>• Open to developing knowledge and experience of research (qualitative and quantitative) to be confident in contributing to Open Digital Planning discussions.</li></ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Ability to describe the legal and ethical issues affecting datasets worked with and can contribute to documentation such as Data Privacy Impact Assessments.</li><li>• Can collate, cleanse and transform team datasets within an agreed model, workflow, or architecture.</li><li>• Able to make recommendations for developing new services/integrations.</li><li>• Can collaborate effectively to help identify user needs and develop and deliver data.</li><li>• Recognises priorities, weighs up different options and evaluates risks.</li><li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Takes responsibility for own time and effectiveness.</li><li>• A demonstrable ability of being highly proactive in enhancing service delivery.</li><li>• Committed to personal development.</li><li>• Evaluates previous judgements to improve.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Actively seeks out opportunities for innovation with new tools and uses of data.</li><li>• Ability to continue to develop knowledge through practical application of skills.</li></ul> |
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| Job Title            | Range   | Duties   | Level A (Developing)   | Level B (Practising)  | Level C (Accomplished)   |
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| Conservation Officer | Range 4 | <p>Provide conservation and listed building advice and guidance to the public and professional representatives, in line with Medway's Pre-Application service standards, and on listed building and Conservation area consent applications and in relation to planning applications that have potential impacts on heritage assets involving undertaking site visits, written responses, attendance at meetings, negotiation with owners, developers and other officers within Planning and other service units, Councillors, stakeholders and amenity groups as appropriate.</p> <p>Manage and progress a range of pre-planning application enquiries, planning application consultations, listed building applications and appeals, to ensure transparency and consistency in decision making.</p> <p>Communicate and negotiate effectively with Members, developers, agents and members of the public on issues relating to historic environment to conserve the historic environment.</p> <p>Provide advice and support to the Planning Service Enforcement Team in relation to unauthorised works affecting designated and non-designated heritage assets to conserve and protect Medway's historic environment.</p> <p>Participate in appropriate development and training opportunities to ensure awareness of current changes in planning practice, technical, legislative and</p> | Required for this level  | In addition to level A  | In addition to levels A and B  |
|                      |         |  | <u>Qualifications</u> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"> <li>A degree in building/historic environment conservation, planning, architecture or another related subject</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>At least two years' experience in Heritage and Conservation matters in a planning environment.</li> <li>A minimum of 3 A Levels or other Level 3 qualification.</li> </ul> | <u>Qualifications</u> <ul style="list-style-type: none"> <li>Membership of the Institute of Historic Building Conservation and with at least two years first-hand experience in a similar role at either a local planning authority or at a similar level within a heritage</li> </ul>  | <u>Qualifications</u> <ul style="list-style-type: none"> <li>Evidence of continued professional development</li> </ul>   |
|                      |         |  | <u>Knowledge</u> <ul style="list-style-type: none"> <li>Awareness of conservation and heritage matters</li> <li>An understanding of the Planning (Listed Buildings and Conservation Areas) Act 1990 and related legislation and national policy and guidance.</li> <li>A good understanding of equality, diversity and inclusion.</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing.</li> </ul>   | <u>Knowledge</u> <ul style="list-style-type: none"> <li>Awareness of building construction of all periods, the characteristics of structures, the nature and properties of building materials and appropriate method of repair and alteration.</li> <li>Good level of understanding of local government operations and the planning system.</li> <li>Good understanding of council computer systems, including GIS, Sketch Up, Auto Cad and Design related packages.</li> </ul> | <u>Knowledge</u> <ul style="list-style-type: none"> <li>Knowledge of building construction of all periods, the characteristics of structures, the nature and properties of building materials and appropriate method of repair and alteration.</li> <li>Detailed knowledge and understanding of the Planning (Listed Buildings and Conservation Areas) Act 1990 and related legislation and national policy and guidance.</li> <li>Detailed understanding of Townscape Visual Impact Assessments.</li> </ul> |
|                      |         |  | <u>Experience</u> <ul style="list-style-type: none"> <li>Experience of working on Heritage and Conservation projects.</li> <li>Experience of working with initiative, and as part of a team.</li> <li>Experience of interpreting and analysing data from a variety of</li> </ul>   | <u>Experience</u> <ul style="list-style-type: none"> <li>At least two years' experience in Heritage and Conservation matters in a planning environment.</li> <li>Experience in presenting and or providing expert advice to members.</li> </ul>   | <u>Experience</u> <ul style="list-style-type: none"> <li>Demonstrable experience of meeting multiple deadlines, including some non-negotiable and managing own work.</li> </ul>  |

|           |         | <p>procedures of historic buildings and conservation.</p> <p>Provide advice to Council services on relevant legislation, government advice and the activities to ensure collaborative working and effective professional relationships maintained.</p> <p>Support the preparation of planning policies briefs, development frameworks and guidance in relation to Heritage to conserve and enhance the built environment in Medway.</p> <p>Support the production of Conservation Area Appraisals, and decision-making process to protect and conserve Medway's historic environment and ensure transparency and consistency in decision making.</p> | <p>sources and systems, including manual and computer-based records.</p> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li><li>• Uses appropriate language, style and methods depending on audience and the purpose of communication.</li><li>• Excellent listening skills, being able to extract relevant and important information.</li><li>• Can identify and prioritise customer needs.</li><li>• Adopts a professional approach to customers.</li><li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li><li>• Able to successfully handle competing demands effectively. To meet statutory deadlines and targets and maintain high standards at all times.</li><li>• Able to interpret and analyse data from a variety of sources and systems.</li><li>• Ability to measure scaled plans on paper and electronically.</li><li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li><li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li></ul> | <ul style="list-style-type: none"><li>• Working effectively with colleagues and external stakeholders.</li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.</li><li>• Able to communicate information and ideas clearly and effectively, both verbally and in writing.</li><li>• Negotiate and discuss issues with colleagues in the public and private sector.</li><li>• Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly to meet operational needs, committed, and motivated in approach.</li><li>• Analytical and problem-solving skills and the ability to evaluate varied planning applications.</li><li>• Able to work successfully within a multidisciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective coordinated services.</li></ul> | <ul style="list-style-type: none"><li>• Demonstrable experience of contributing to change and listening to new ideas</li><li>• Experience of preparing of conservation sections in appeal statements and/or proofs of evidence.</li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Able to illustrate concepts and ideas and critique proposals in both written and graphical form.</li><li>• Recognises priorities, weighs up different options and evaluates risks.</li><li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Takes responsibility for own time and effectiveness.</li><li>• Team working skills with the ability to inspire and encourage others.</li><li>• Ability to manage challenges situations.</li><li>• A demonstrable ability of being highly proactive in enhancing service delivery.</li><li>• Committed to personal development.</li><li>• Evaluates previous judgements in order to improve.</li><li>• Able to positively react to change and adapts to new situations quickly.</li></ul> |
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| Job Title | Range   | Duties   | Level A (Developing)  | Level B (Practising)  | Level C (Accomplished)   |
|           | Range 6 | Provide specialist advice on conservation, design, architecture, and technical   | <p>Required for this level</p> <p><b>Qualifications</b><br/><u>Professional Qualification</u></p>   | <p>In addition to level A</p> <p><b>Qualifications</b></p>  | <p>In addition to levels A and B</p> <p><b>Qualifications</b></p>  |

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| <b>Senior Conservation Officer</b> |  | aspects for developments affecting the historic environment. This includes major applications, pre-applications, listed building and conservation area consents, and planning applications impacting heritage assets. Responsibilities involve site visits, written responses, meetings, and negotiations with owners, developers, planning officers, Councillors, stakeholders, and amenity groups to ensure the conservation and protection of Medway's historic environment. | <ul style="list-style-type: none"> <li>• A degree in building/historic environment conservation, planning, architecture or another related subject</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>• At least three years' experience in Heritage and Conservation matters in a planning environment.</li> <li>• A minimum of 3 A Levels or other Level 3 qualification</li> </ul>   | <ul style="list-style-type: none"> <li>• Membership of the Institute of Historic Building conservation</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>   |
|                                    |  | Manage and progress a range of pre-planning application enquiries, planning application consultations, listed building applications and appeals, to ensure transparency and consistency in decision making.   | <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Specialist knowledge of architectural design and history of architecture.</li> <li>• Operational knowledge of building construction of all periods, the characteristics of structures, the nature and properties of building materials and appropriate method of repair and alteration.</li> <li>• Detailed knowledge and understanding of the Planning (Listed Buildings and Conservation Areas) Act 1990 and associated legislation and national, regional and local policy relevant to Conservation and Design, Planning and Development Management.</li> <li>• An awareness of the One Medway Council Plan</li> <li>• Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding</li> </ul> | <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Detailed understanding of local government operations and the planning system.</li> <li>• Good understanding of council computer systems, including GIS, Sketch Up, Auto Cad and Design related packages.</li> <li>• Detailed understanding of Townscape Visual Impact Assessments.</li> <li>• Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes</li> </ul> | <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Extensive and developed understanding of current conservation issues.</li> </ul>   |
|                                    |  | Manage and motivate staff performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.   |  |   |   |
|                                    |  | Provide advice and support to the Planning Service Enforcement Team in relation to unauthorised works affecting designated and non-designated heritage assets in order to conserve and protect Medway's historic environment.   | <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• At least three years' post qualification experience of dealing with conservation matters or if no qualification at least three years' experience of dealing with conservation matters in a planning environment.</li> <li>• Experience of using Microsoft Office and/or other relevant IT applications.</li> </ul>   | <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• At least three years first-hand experience in a similar role at either a local planning authority or at a similar level within a heritage consultancy.</li> <li>• Experience of meeting multiple deadlines, including some non-negotiable.</li> <li>• Experience of managing own work and work of the Conservation Officer.</li> <li>• Demonstrable experience of coping well under pressure and difficult situations,</li> </ul>                         | <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• Preparing content for appeal statements and/or proofs of evidence and where necessary, acting as an expert witness</li> <li>• Experience of working in a collaborative way with other professionals.</li> </ul> |
|                                    |  | To attend meetings of the Planning Committee and any other meetings of the Council as maybe required, including public meetings, Parish Council or Residents/Village Association meetings.  |  |   |   |



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|  |  | <p>To represent the Council at Public Inquiries and Informal Hearings as the Council's expert witness on such matters arising from the work of the service to ensure transparency and consistency in decision making.</p> <p>To contribute to the preparation of Local Plan Policies, Development Framework documents, Supplementary Planning Documents, masterplans, and planning</p> | <ul style="list-style-type: none"><li>• Experience of working with initiative, and as part of a team.</li><li>• Working effectively with colleagues and external stakeholders.</li><li>• Experience of analysing data from a variety of sources and systems, including manual and computer-based records.</li><li>• Experience in presenting and or providing expert advice to Members.</li><li>• Line management and/or staff supervision experience.</li></ul> | <p>able to identify and act on own development needs.</p> <ul style="list-style-type: none"><li>• Demonstrable experience of thoroughly analysing information, and considering alternative solutions, adapting to new ways of working where necessary.</li></ul> |  |
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|  |  | <p>and development briefs within the Council's functions related to listed buildings and conservation areas in order to ensure the conservation and enhancement of Medway's built environment.</p> <p>To undertake, and lead as appropriate, the management, preparation and adoption of Conservation Area Appraisals and enhancement schemes for conservation areas, including consultations, reports and committee approvals to conserve and enhance the built environment in Medway.</p> <p>To create, review, maintain and improve records relating to the historic environment including listed buildings, conservation areas, and local list schedule to conserve and protect Medway's historic environment.</p> <p>Participate in appropriate development and training opportunities to ensure awareness of current changes in planning practice, technical, legislative and procedures of historic buildings and conservation.</p> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Proficient in the use of Office 365 (including Teams, One Drive etc), Microsoft Word, Excel, and Outlook, GIS and other relevant computer analytical applications.</li><li>• Proficient in the use of Sketch-up, Autocad and Adobe Create Cloud.</li><li>• Able to successfully handle competing demands.</li><li>• Takes responsibility for own time and effectiveness.</li><li>• Recognises priorities, weighs up different options and evaluates risks.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Extensive and developed written and verbal communication skills.</li><li>• Able to convey complex technical legislative information, to a variety of audiences, in a clear and concise manner.</li><li>• Can generate a range of creative solutions, evaluate them and choose the most appropriate option.</li><li>• Ability to produce written reports presenting a variety of information illustrating both concepts and ideas and critique proposals in both written and graphical form.</li><li>• Ability to measure scaled plans on paper and electronically.</li><li>• Excellent analytical and problemsolving skills, ability to evaluate varied</li></ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Managing and allocation workload to ensure application and pre-application submission performance targets are met.</li><li>• Experience of supervising, coaching and mentoring team members.</li><li>• Can display empathy and compassion towards others.</li><li>• Ability to lead, motivate and co-ordinate teams of professional staff and consultants.</li><li>• Manages conflict or other sensitive issues tactfully and effectively.</li><li>• Able to influence the views and behaviour of others through persuasion and encouragement.</li></ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Proficient in the use of digital platforms to promote good design principles, share best practices and engage with the public and stakeholders.</li><li>• Sees priorities, plans the efficient use of resources, and monitors progress against objectives.</li><li>• Has strong active listening skills.</li><li>• Able to adapt behaviour to a wide range of people.</li><li>• Political sensitivity and awareness.</li><li>• Seeks opportunities to improve process and outcomes.</li><li>• Able to spot and implement opportunities for improving situations.</li></ul> |
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|  |  | <p>Provide advice to Council services on relevant legislation, government advice and the activities to ensure collaborative working and effective professional relationships maintained.</p> | <ul style="list-style-type: none"><li>• and complex development applications.<br/>Ability to work effectively with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Able to work independently, follow procedures, and confident to make well-reasoned decisions.</li><li>• Able to work within a multidisciplinary team and to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li><li>• Evaluates previous judgements in order to improve.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li><li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li></ul> |  |  |
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|  |              | <p>application consultations, Land drainage consents, Sustainable Urban Drainage applications and appeals, to ensure transparency and consistency in decision making.</p> <p>Communicate and negotiate effectively with Members, developers, agents and members of the public on issues relating to flooding and drainage to manage the impact of development on land drainage systems in Medway.</p> <p>To maintain effective working partnerships with the Environment Agency, Internal Drainage Boards, Southern Water, Highways and other relevant authorities to secure a collaborative strategic, integrated approach to flood risk management in Medway.</p> <p>Coordinate and support community engagement activity including organising</p> | <ul style="list-style-type: none"> <li>A minimum of 3 A Levels or other Level 3 qualification</li> </ul>   |  |  |
|  |              |  | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Understanding of the Council's duties and responsibilities under the Flood and Water Management Act 2010.</li> <li>Understanding of the flood risk and drainage principles.</li> <li>A good understanding of equality, diversity and inclusion.</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing.</li> </ul>                              | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Good level of understanding of the legislation and guidance relevant to flood risk and drainage.</li> <li>A good level of knowledge and understanding of local government operations relevant to the role and the planning system.</li> <li>A good understanding of Idox Electronic Document Management System, GIS, Sketch Up, Auto Cad, Microdrainage and hydraulic modelling.</li> </ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Detailed knowledge and understanding of the Flood and Water Management Act 2010.</li> <li>Detailed knowledge of the National Planning Policy Framework.</li> </ul>  |
|  |              |  | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of dealing with flood and drainage issues.</li> <li>Experience of working with initiative, and as part of a team.</li> <li>Experience of interpreting and analysing data from a variety of sources and systems, including manual and computer-based records.</li> </ul>   | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least two years first-hand experience in a similar role at a local planning authority.</li> <li>At least two years' experience in flood and drainage matters in a planning environment.</li> <li>Experience in presenting and or providing expert advice to members.</li> <li>Working effectively with colleagues and</li> </ul>  | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of dealing with flood and drainage issues.</li> <li>Meeting multiple deadlines, including some non-negotiable and managing own work.</li> <li>Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li> </ul> |
| <b>Job Title</b>                       | <b>Range</b> | <b>Duties</b>  | <b>Level A (Developing)</b>  | <b>Level B (Practising)</b>  | <b>Level C (Accomplished)</b>  |
| <b>Flood Risk and Drainage Officer</b> | Range 4      | <p>Provide flood risk and drainage advice and guidance to the public and professional representatives, in line with Medway's Pre-Application service standards, including telephone, and written advice to ensure consistency and accurate advice is recorded and provided to service users.</p> <p>Manage and progress a range of pre-planning application enquiries, planning</p>  | <p>Required for this level</p> <p><b>Qualifications</b></p> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"> <li>A degree in a related field such as Environmental Sciences, Geography, Engineering, Hydrology (or equivalent)</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>At least two years' experience in flood and drainage matters in a planning environment.</li> </ul> | <p>In addition to level A</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Membership of a professional institution such as Chartered Institute of Water and Environmental Management (CIWEM) or Chartered Institute of Engineering (CENG)</li> </ul>   | <p>In addition to levels A and B</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Evidence of continued professional development</li> </ul>   |

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|  |  | <p>Participate in appropriate development and training opportunities to ensure you are aware of current changes in planning practice, technical, legislative and procedures of flooding and drainage issues.</p> <p>Provide advice to Council services on relevant legislation, government advice and the activities to ensure collaborative working and effective professional relationships maintained.</p> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li><li>• Uses appropriate language, style and methods depending on audience and the purpose of communication.</li><li>• Excellent listening skills, being able to extract relevant and important information.</li><li>• Can identify and prioritise customer needs.</li><li>• Adopts a professional approach to customers.</li></ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.</li><li>• Able to communicate information and ideas clearly and effectively, both verbally and in writing.</li><li>• Can negotiate and discuss issues with colleagues in the public and private sector.</li><li>• Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly</li></ul> | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• Able to illustrate concepts and ideas and critique proposals in both written and graphical form.</li><li>• Recognises priorities, weighs up different options and evaluates risks.</li><li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Takes responsibility for own time and effectiveness.</li></ul> |
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|  |              | <p>Support the preparation of planning policies and guidance in relation to flood and drainage in order to manage the risks of flooding and the impact of development on land drainage systems in Medway.</p> <p>Support the production of the Flood Risk Strategy, Local Flood Risk Management Strategy and Surface Water Management Plans to manage the risks of flooding and the impact of development on land drainage systems in Medway.</p> | <ul style="list-style-type: none"> <li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li> <li>• Able to successfully handle competing demands effectively.</li> <li>• Able to interpret and analyse data from a variety of sources and systems.</li> <li>• Ability to measure scaled plans on paper and electronically.</li> <li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li> <li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li> </ul> | <p>to meet operational needs, committed, and motivated in approach.</p> <ul style="list-style-type: none"> <li>• Analytical and problem-solving skills and the ability to evaluate varied planning applications.</li> <li>• Able to work successfully within a multi-disciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li> </ul> | <ul style="list-style-type: none"> <li>• Team working skills with the ability to inspire and encourage others.</li> <li>• Ability to manage challenges situations.</li> <li>• A demonstrable ability of being highly proactive in enhancing service delivery.</li> <li>• Committed to personal development.</li> <li>• Evaluates previous judgements in order to improve.</li> <li>• Able to positively react to change and adapts to new situations quickly.</li> </ul> |
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| <u>Job Title</u>   | <u>Range</u> | <u>Duties</u>   | <u>Level A (Developing)</u>   | <u>Level B (Practising)</u>   | <u>Level C (Accomplished)</u>  |
| <b>Senior Flood, Drainage and Special Projects Officer</b> | Range 6      | Provide flood risk and drainage advice and guidance to the public and professional representatives, in line with Medway's Pre-Application service standards. Including verbal, and written advice to ensure consistency and accurate advice is recorded and provided to service users.  | Required for this level (in addition to all previous levels, if applicable)   | In addition to level A  | In addition to levels A and B  |
|  |              | Manage and progress a range of pre-planning application enquiries, planning application consultations, Land drainage consents, Sustainable Urban Drainage applications and appeals, to ensure transparency and consistency in decision making.  | <u>Qualifications</u><br><u>Professional Qualification</u> <ul style="list-style-type: none"> <li>• A degree in in a related field such as Environmental Sciences, Geography, Engineering, Hydrology (or equivalent)</li> </ul> Or<br><u>Professional Experience</u> <ul style="list-style-type: none"> <li>• At least three years' experience in flood and drainage matters in a planning environment.</li> <li>• A minimum of 3 A Levels or other Level 3 qualification</li> </ul>  | <u>Qualifications</u> <ul style="list-style-type: none"> <li>• Postgraduate or equivalent level qualification in a specific discipline, with membership of a professional institution such as Chartered Institute of Water and Environmental Management (CIWEM) or Chartered Institute of Engineering (CENG)</li> </ul>   | <u>Qualifications</u> <ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>  |
|  |              | Evaluate and defend the Council's position at planning appeals including written  | <u>Knowledge</u> <ul style="list-style-type: none"> <li>• Detailed knowledge of the Council's duties and responsibilities under the Flood and Water Management Act 2010.</li> </ul>   | <u>Knowledge</u> <ul style="list-style-type: none"> <li>• Detailed knowledge of flood risk and drainage problems including SuDs, Flood Risk Assessments, hydrology, engineering and computer based analytical tools such as Microdrainage,</li> </ul>   | <u>Knowledge</u> <ul style="list-style-type: none"> <li>• Working knowledge of Medway's financial software system.</li> <li>• Working knowledge of the National Planning Policy Framework and its supporting Planning Practice</li> </ul>  |

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|  |  | <p>representation, public inquiries, and informal hearings as necessary.</p> <p>Identifying critical structures and features contributing to local flood risk and managing the necessary asset information for maintenance and improvement programs.</p> <p>Communicate and negotiate effectively with Members, developers, agents and members of the public on issues and risks relating to flooding and drainage to manage the impact of development on land drainage systems in Medway.</p> <p>Undertake both strategic planning of the Council's responsibilities over a 3–5-year period, as well as procuring technical investigations, reports and projects, to ensure duties and responsibilities under the Flood and Water Management Act 2010 are fulfilled.</p> <p>Lead and coordinate community engagement activity including organising and running community-based events (venues, support publicising, letters, facilities, equipment, refreshments etc), handling public queries about flood risk management.</p> <p>Develop and maintain strategic relationships with key stakeholders including the Environment Agency, Internal Drainage Boards, Water and Sewerage Undertakers and other Lead Local Flood Authorities. Providing advice to on relevant legislation, government advice and the activities to ensure collaborative working and effective professional relationships maintained.</p> | <ul style="list-style-type: none"> <li>Detailed knowledge of Land Drainage Act 1991.</li> <li>In-depth of knowledge of local government and the planning system.</li> <li>An awareness of the One Medway Council Plan</li> <li>Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding</li> </ul>   | <p>CAD, hydraulic modelling, GIS, word processing and spreadsheets.</p> <ul style="list-style-type: none"> <li>In-depth of knowledge of local government and the planning system.</li> <li>Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes</li> </ul>   | <p>Guidance, and the Non-Statutory Technical Standards for Sustainable Drainage</p>  |
|  |  |  | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least three years' post qualification experience of dealing with flood and drainage matters or if no qualification at least three years' experience of dealing with flood and drainage matters in a planning environment.</li> <li>Experience of using or interpreting outputs from drainage software packages and Computer Aided Design drawings.</li> <li>Experience of organising and engaging local stakeholders.</li> <li>Experience of working in partnership with several different groups of stakeholders to investigate flood and/or water management issues and/or solutions.</li> <li>Experience of using Microsoft Office and/or other relevant IT applications.</li> <li>Experience in presenting and or providing expert advice to Members.</li> <li>Experience of working with initiative, and as part of a team.</li> <li>Experience of line managing or supervising staff</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least three years first-hand experience in a similar role at a local planning authority.</li> <li>Experience of meeting multiple deadlines, including some nonnegotiable.</li> <li>Experience of managing own work and work of the Flood and Drainage Officer.</li> <li>Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li> <li>Demonstrable experience of thoroughly analysing information, and considering alternative solutions, adapting to new ways of working where necessary.</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Preparing content for appeal statements and/or proofs of evidence and where necessary, acting as an expert witness.</li> </ul>                         |
|  |  |  | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in the use of Office 365 (including Team, One Drive etc), Microsoft Word, Excel, and Outlook, GIS and other relevant computer analytical applications.</li> </ul>   | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Managing and allocation workload to ensure application and pre-application submission performance targets are met.</li> </ul>  | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in the use of digital platforms to promote good design principles, share best practices and engage with the public and stakeholders.</li> </ul> |

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|  |  | <p>Lead on the preparation of planning policies and guidance in relation to flood and drainage including Flood Risk Strategy, Local Flood Risk Management Strategy, and Surface Water Management Plans in order to manage the risks of flooding and the impact of development on land drainage systems in Medway.</p> <p>Manage the Flood and Coastal protection budget to ensure monitoring, transparency, and consistency in income receipt and expenditure.</p> <p>Manage the Flood and Drainage Officer providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.</p> | <ul style="list-style-type: none"> <li>• Proficient in the use of, Autocad, Microdrainage, and hydraulic modelling tools.</li> <li>• Able to successfully handle competing demands.</li> <li>• Takes responsibility for own time and effectiveness.</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> <li>• Able to positively react to change and adapts to new situations quickly.</li> <li>• Extensive and developed written and verbal communication skills.</li> <li>• Able to convey complex technical legislative information, to a variety of audiences, in a clear and concise manner.</li> <li>• Can generate a range of creative solutions, evaluate them and choose the most appropriate option.</li> <li>• Ability to produce written reports presenting a variety of information illustrating both concepts and ideas and critique proposals in both written and graphical form. Ability to measure scaled plans on paper and electronically. Excellent analytical and</li> <li>• problemsolving skills, ability to evaluate varied and complex development applications. Ability to work effectively with</li> <li>• colleagues at all levels, across a range of council services, treating all with respect. Able to work independently, follow procedures, and confident to make well-reasoned decisions. Able to work within a multidisciplinary team and to work in partnership with other internal services and external bodies to</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of supervising, coaching and mentoring team members. Can display empathy and compassion towards others.</li> <li>• Ability to lead, motivate and coordinate teams of professional staff and consultants.</li> <li>• Manages conflict or other sensitive issues tactfully and effectively. Able to influence the views and behaviour of others through persuasion and encouragement.</li> </ul> | <ul style="list-style-type: none"> <li>• Sees priorities, plans the efficient use of resources, and monitors progress against objectives. Has strong active listening skills. Able to adapt behaviour to a wide range of people.</li> <li>• Political sensitivity and awareness.</li> <li>• Seeks opportunities to improve process and outcomes. Able to spot and implement opportunities for improving situations. Ability to predict future financial trends to plan and allocate resources effectively.</li> </ul> |
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|  |  |  | <p>deliver effective co-ordinated services.</p> <ul style="list-style-type: none"> <li>Evaluates previous judgements in order to improve.</li> <li>Able to positively react to change and adapts to new situations quickly.</li> <li>Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li> <li>Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li> </ul> |  |  |
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| Job Title         | Range   | Duties  | Level A (Developing)  | Level B (Practising)  | Level C (Accomplished)   |
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| Landscape Officer | Range 4 | <p>Provide landscape advice and guidance to the public and professional representatives, in line with Medway's Pre-Application service standards, including telephone, and written advice to ensure consistency and accurate advice is recorded and provided to service users.</p> <p>Support and progress a range of pre-planning application enquiries, planning application consultations, and appeals, to ensure transparency and consistency in decision making.</p> <p>Communicate and negotiate effectively with Members, developers, agents and members of the public on issues relating to landscape to ensure of the protection and enhancement of Medway's landscape.</p> <p>Participate in appropriate development and training opportunities to ensure</p> | Required for this level   | In addition to level A  | In addition to levels A and B  |
|                   |         |   | <p><b>Qualifications</b></p> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"> <li>A degree in landscape architecture/landscape management or another related subject</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>At least two years' experience of landscape matters in a planning environment.</li> <li>A minimum of 3 A Levels or other Level 3 qualification</li> </ul> | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Membership of the Landscape Institute (LI) or Chartered Institute of Ecology and Environmental Management (CIEEM)</li> </ul>  | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Evidence of continued professional development</li> </ul>  |
|                   |         |   | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Awareness of landscape matters related to design and planning processes.</li> <li>Awareness of legislative and policy frameworks and best practice</li> </ul>  | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>A good level of knowledge and understanding Medway's landscape and its landscape character assessment.</li> <li>A good level of knowledge and understanding of local government</li> </ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>A good level of knowledge and understanding of planting design, types, densities and specifications.</li> <li>A good level of knowledge and understanding of landscape</li> </ul> |

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|  |  | <p>you are aware of current changes in design and planning practice, technical, legislative and guidance relating to landscape matters.</p> <p>Provide advice to Council services on relevant legislation, government advice and guidance, ensuring collaborative working and effective professional relationships maintained.</p> <p>Support the preparation of planning policies and guidance in relation to landscape to enhance and protect Medway's landscape.</p> | <p>relating to landscape and design matters.</p> <ul style="list-style-type: none"> <li>• A good understanding of equality, diversity and inclusion.</li> <li>• A good understanding of GDPR legislation and best practice in relation to information sharing.</li> </ul>  | <p>operations relevant to the role and the planning system.</p> <ul style="list-style-type: none"> <li>• A good understanding of GIS, Idox Electronic Document Management System, and design related packages relevant to the role</li> </ul>  | <p>management and maintenance plans.</p> <ul style="list-style-type: none"> <li>• A good level of knowledge and understanding of hard landscape design and specification.</li> <li>• A good level of knowledge and understanding of legislative and policy frameworks and best practice relating to landscape and design matters.</li> <li>• A good level of knowledge and understanding of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments.</li> </ul>   |
|  |  | <p>Support the review and production of Medway's Landscape Characterisation Assessment in order to protect and enhance Medway's landscape, ensuring transparency and consistency in decision making.</p> <p>Support the analysis and review of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments, as part of the development management process to ensure Medway's landscape is protected.</p>  | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Professional experience relative to landscape matters.</li> <li>• Experience of working with initiative, and as part of a team.</li> <li>• Experience of interpreting and analysing data from a variety of sources and systems, including manual and computer-based records.</li> <li>• Experience of using Microsoft Office and/or other relevant IT applications.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li> <li>• Uses appropriate language, style and methods depending on audience and the purpose of communication.</li> <li>• Excellent listening skills, being able to extract relevant and important information.</li> <li>• Can identify and prioritise customer needs.</li> <li>• Adopts a professional approach to customers.</li> <li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least two years first-hand experience in a similar role at either a local planning authority or at a similar level within a landscape consultancy.</li> <li>• Experience of working effectively with colleagues and external stakeholders.</li> <li>• Experience in presenting and or providing expert advice to members and/or developers and key stakeholders.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.</li> <li>• Able to communicate information and ideas clearly and effectively, both verbally and in writing.</li> <li>• Can negotiate and discuss issues with colleagues in the public and private sector.</li> <li>• Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly to meet operational needs, committed, and motivated in approach.</li> <li>• Analytical and problem-solving skills and the ability to evaluate varied planning applications.</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of meeting multiple deadlines, including some non-negotiable and managing own work.</li> <li>• Demonstrable experience of contributing to change and listening to new ideas</li> <li>• Experience of preparing of Design sections in appeal statements and/or proofs of evidence.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Able to illustrate concepts and ideas and critique proposals in both written and graphical form.</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> <li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li> <li>• Takes responsibility for own time and effectiveness.</li> <li>• Team working skills with the ability to inspire and encourage others.</li> <li>• Ability to manage challenges situations.</li> </ul> |



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|                                 |              |  | <ul style="list-style-type: none"> <li>• Able to successfully handle competing demands effectively.</li> <li>• Able to interpret and analyse data from a variety of sources and systems.</li> <li>• Ability to measure scaled plans on paper and electronically.</li> <li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li> <li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li> </ul>   | <ul style="list-style-type: none"> <li>• Able to work successfully within a multi-disciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li> </ul>  | <ul style="list-style-type: none"> <li>• A demonstrable ability of being highly proactive in enhancing service delivery.</li> <li>• Committed to personal development.</li> <li>• Evaluates previous judgements in order to improve.</li> <li>• Able to positively react to change and adapts to new situations quickly.</li> </ul>  |
| <b>Job Title</b>                | <b>Range</b> | <b>Duties</b>  | <b>Level A (Developing)</b>   | <b>Level B (Practising)</b>   | <b>Level C (Accomplished)</b>  |
| <b>Senior Landscape Officer</b> | Range 6      | <p>Provide specialist landscape advice to the Council's Development Management and Planning Policy Services on the integration of high-quality landscape enhancement and strategic landscape protection, and to take responsibility for specific strategic landscape projects.</p> <p>Provide landscape advice and guidance to applicants, council officers and councillors at all stages of the design process from outline plans to pre-application negotiations, planning applications and appeals, taking responsibility for negotiating good landscape. This includes dealing with major planning applications and development proposals and appearing as the Council's expert witness.</p> <p>Manage and progress a range of pre-planning application enquiries, planning application consultations, and appeals, to ensure transparency and consistency in decision making.</p> | <p>Required for this level</p> <p><b>Qualifications</b></p> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"> <li>• A degree in landscape architecture/landscape management or another related subject</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>• At least three years' experience of landscape matters in a planning environment.</li> <li>• A minimum of 3 A Levels or other Level 3 qualification</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A working knowledge and understanding of planting design, types, densities and specifications.</li> <li>• A working knowledge and understanding of landscape management and maintenance plans.</li> </ul> | <p>In addition to level A</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Membership of the Landscape Institute or Royal Institute of British Architects</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Detailed understanding of local government operations and the planning system.</li> <li>• Good understanding of council computer systems, including GIS, Sketch Up, Auto Cad and Design related packages.</li> </ul> | <p>In addition to levels A and B</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive and developed understanding of current Landscape design issues and a demonstrable ability to work in a collaborative way with other professionals.</li> </ul> |

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|  | <p>Communicate and negotiate effectively with Members, developers, agents and members of the public on issues relating to landscape to ensure of the protection and enhancement of Medway's landscape.</p> <p>Provide advice to Council services on relevant legislation, government advice and guidance to ensure collaborative working and effective professional relationships maintained.</p> <p>Support the preparation of planning policies and guidance in relation to landscape in order to protect and enhance Medway's landscape.</p> <p>Lead on the review and production of Medway's Landscape Character Assessment. To protect and enhance Medway's landscape, ensuring transparency and consistency in decision making.</p> <p>Lead on the analysis and review of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments, as part of development management processes to ensure Medway's landscape is protected.</p> <p>Participate in appropriate development and training opportunities, ensuring awareness of current changes in design and planning practice, technical, legislative and guidance relating to landscape matters.</p> <p>Manage the Landscape Officer providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.</p> | <ul style="list-style-type: none"> <li>• A working knowledge and understanding of hard landscape design and specification.</li> <li>• A detailed knowledge of landscape design matters</li> <li>• A detailed knowledge of legislative and policy frameworks and best practice relating to landscape and design matters.</li> <li>• Detailed knowledge of landscape design matters.</li> <li>• Detailed knowledge of legislative and policy frameworks and best practice relating to landscape and design matters.</li> <li>• An in-depth understanding and practical knowledge of planning, landscape, policy guidance, practice and case law. Applying this knowledge for landscape design matters within agreed timeframes to deliver a responsive highquality service.</li> <li>• An awareness of the One Medway Council Plan.</li> <li>• Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.</li> </ul> | <ul style="list-style-type: none"> <li>• Detailed understanding of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments.</li> <li>• Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes.</li> </ul>  |   |
|  |  | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least two years' post qualification experience of dealing with landscape matters or if no qualification at least three years' experience of dealing with landscape matters in a planning environment.</li> <li>• Experience of using Microsoft Office and/or other relevant IT applications.</li> <li>• Experience of working with initiative, and as part of a team.</li> <li>• Working effectively with colleagues and external stakeholders.</li> </ul>   | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least three years first-hand experience in a similar role at either a local planning authority or at a similar level within a landscape consultancy.</li> <li>• Experience of meeting multiple deadlines, including some nonnegotiable, managing own work and work of the Landscape Officer.</li> <li>• Demonstrable experience of coping well under pressure and difficult situations, being able to identify and act on own development needs.</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Preparing content for appeal statements and/or proofs of evidence and where necessary, acting as an expert witness</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"><li>• Experience of analysing data from a variety of sources and systems, including manual and computer-based records.</li><li>• Experience in presenting and or providing expert advice to Members.</li><li>• Experience of line managing or supervising staff.</li></ul>   |   |   |
|  |  |  | <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proficient in the use of Office 365 (including Teams, One Drive etc), Microsoft Word, Excel, and Outlook, GIS and other relevant computer analytical applications.</li><li>• Proficient in the use of Sketchup, Autocad and Adobe Create Cloud.</li><li>• Able to successfully handle competing demands.</li><li>• Takes responsibility for own time and effectiveness.</li><li>• Recognises priorities, weighs up different options and evaluates risks.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Extensive and developed written and verbal communication skills.</li><li>• Able to convey complex technical legislative information, to a variety of audiences, in a clear and concise manner.</li><li>• Can generate a range of creative solutions, evaluate them and choose the most appropriate option.</li><li>• Ability to produce written reports presenting a variety of information illustrating both concepts and ideas and critique proposals in both written and graphical form.</li><li>• Ability to measure scaled plans on paper and electronically.</li></ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Managing and allocation workload to ensure application and preapplication submission performance targets are met.</li><li>• Experience of supervising, coaching and mentoring team members.</li><li>• Can display empathy and compassion towards others.</li><li>• Ability to lead, motivate and coordinate teams of professional staff and consultants.</li><li>• Manages conflict or other sensitive issues tactfully and effectively.</li><li>• Able to influence the views and behaviour of others through persuasion and encouragement.</li></ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proficient in the use of digital platforms to promote good design principles, share best practices and engage with the public and stakeholders.</li><li>• Sees priorities, plans the efficient use of resources, and monitors progress against objectives.</li><li>• Has strong active listening skills.</li><li>• Able to adapt behaviour to a wide range of people.</li><li>• Political sensitivity and awareness.</li><li>• Seeks opportunities to improve process and outcomes.</li><li>• Able to spot and implement opportunities for improving situations.</li></ul> |
|  |  |  | <ul style="list-style-type: none"><li>• Excellent analytical and problem-solving skills, ability to evaluate varied and complex development applications.</li></ul>  |   |   |

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|  |  |  | <ul style="list-style-type: none"><li>• Ability to work effectively with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Able to work independently, follow procedures, and confident to make well-reasoned decisions.</li><li>• Able to work within a multidisciplinary team and to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li><li>• Evaluates previous judgements in order to improve.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li><li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li></ul> |  |  |
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|                     |         | practice, and the council's policies and procedures.  | <p>a planning environment.</p> <ul style="list-style-type: none"><li>• A minimum of 3 A Levels or other Level 3 qualification</li></ul>   |  |  |
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| Job Title           | Range   | Duties  | Level A (Developing)  | Level B (Practising)   | Level C (Accomplished)   |
| <b>Tree Officer</b> | Range 4 | Provide specialised urban forestry advice, and effectively communicate and negotiate with the public, council Members, officers, developers, agents and applicants on issues relating to tree establishment, pests and diseases, trees on development sites, high hedges and protected trees to ensure advice is fit for purpose, and that it aligns with relevant legislation, standards, best | <p>Required for this level</p> <p><u>Qualifications</u></p> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"><li>• A degree in Arboriculture (or equivalent)</li></ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"><li>• At least two years' experience of tree management matters in</li></ul> | <p>In addition to level A</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"><li>• Foundation Membership of the Arboricultural Association</li></ul> | <p>In addition to levels A and B</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"><li>• Evidence of continued professional development</li></ul> |

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|  |  | <p>Contribute to the review and update of Medway's Tree Policy and preparing supporting guidance, assisting in the production of Medway's Climate Change Action Plan, Conservation Area Appraisals, Design Codes and Landscape Character Assessment in order to shape and deliver the council's approach to managing and enhancing Medway's urban forest.</p> <p>Provide pre-application advice for the development management process, and input into planning applications, and the drafting and discharge of planning conditions to identify critical issues, improve proposals, provide information relating to validation requirements and reduce the need for conditions.</p> <p>Contribute to the making, reviewing, and modifying Tree Preservation Orders, responding to objections and support letters, preparing reports, and attending committee meetings as needed to ensure trees and woodland that make an important contribution to amenity are protected, and that tree preservation orders are relevant.</p> <p>Respond to enquiries and pre-application advice requests for tree preservation orders and trees in conservation areas. This will include making recommendations on tree preservation order applications and respond to conservation area 211 notices, preparing reports, attend committee meetings, and supporting the Senior Tree Officer in appeals and inquiries as needed in order to raise standards of tree care and ensure compliance with relevant legislation, regulations, best practice and processes.</p> <p>Contribute to the investigation of alleged breaches of tree preservation orders and conservation area controls, pursuing prosecution if expedient in the interest of</p> |   |  |  |
|  |  |   | <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of arboricultural best practice in a similar role.</li> <li>• Knowledge of the science and practice of Arboriculture, with particular emphasis on trees in the context of development, tree preservation orders and trees in conservation areas.</li> <li>• Knowledge of the legislative framework and guidance related to tree preservation orders and trees in conservation areas.</li> <li>• A good understanding of equality, diversity and inclusion.</li> <li>• A good understanding of GDPR legislation and best practice in relation to information sharing.</li> </ul> | <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of processing applications relating to Tree Preservation Orders, trees in conservation areas.</li> <li>• Have specialist working knowledge and experience of British Standard 5837; British Standard 3998; British Standard 8545, and other industry guidance and best practice with regards to trees and development, tree planting/establishment, and tree management/pruning.</li> <li>• Good level of understanding of local government operations and the planning system.</li> <li>• Good understanding of council computer systems, including GIS.</li> </ul> | <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Working knowledge of the science and practice of arboriculture, with particular emphasis on trees in the context of development, tree preservation orders and trees in conservation areas.</li> <li>• Working knowledge of the legislative framework, best practice guidance, and case law related to tree preservation orders, trees in conservation areas, High Hedges and Hedgerow Removal Notice.</li> <li>• Knowledge of legislative processes and Council liabilities in relation to Arboriculture.</li> <li>• LANTRA Professional Tree Inspection award.</li> </ul> |
|  |  |   | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience in tree care, management, and maintenance.</li> <li>• Experience of using Microsoft Office and/or other relevant IT applications.</li> <li>• Experience of working with initiative, and as part of a team.</li> <li>• Experience of interpreting and analysing data from a variety of sources and systems, including manual and computer-based records.</li> </ul>  | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least two years first-hand experience in a similar role at a local planning authority.</li> <li>• Experience of recognising and responding appropriately to a range of observable bio-mechanical and biological tree features and identify and understand the consequences of a range of commonly seen pests, diseases, and disorders that affect tree condition.</li> <li>• Experience in presenting and or providing expert advice to members.</li> <li>• Working effectively with colleagues and external stakeholders.</li> </ul>                                      | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Meeting multiple deadlines, including some non-negotiable and managing own work.</li> <li>• Demonstrable experience of contributing to change and listening to new ideas.</li> <li>• Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li> <li>• Experience of preparing of design sections in appeal statements and/or proofs of evidence.</li> </ul>  |
|  |  |   | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li> <li>• Uses appropriate language, style and methods depending on</li> </ul>   | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.</li> </ul>  | <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Able to illustrate concepts and ideas and critique proposals in both written and graphical form.</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> </ul>  |



|                            |              | <p>amenity, in order to build trust and act as a deterrent and to protect the environment, safeguard biodiversity, maintain green spaces, and contribute to the overall health of our environment.</p> <p>Support with regeneration projects and tree planting initiatives, providing expert advice, and prepare, contribute to, or review specifications, project plans, planning briefs, masterplans, and strategies to ensure projects and schemes have a positive outcome and enhance Medway's urban forest.</p> <p>Respond to Forestry Commission consultations on Felling Licence applications for protected trees and woodland, contributing towards the processing, procedures, and responses for High Hedge Complaints under Part 8 of the Anti-social Behaviour Act 2003, making recommendations, preparing reports for clearance under delegated powers, or referring to committee as necessary to ensure compliance with relevant legislation, regulations and guidance and a consistent and fair adjudication over complaints.</p> <p>Support and promote the implementation and adherence to Medway's Tree Policy, Climate Change Action Plan, and tree-related planning policies and guidance to contribute to managing and enhancing Medway's urban forest, delivering positive environmental outcomes.</p> <p>Participate in appropriate development and training opportunities. maintaining CPD, keeping abreast of relevant legislative and regulatory context, best practice and guidance relating to urban forestry.</p> | <p>audience and the purpose of communication.</p> <ul style="list-style-type: none"> <li>• Excellent listening skills, being able to extract relevant and important information.</li> <li>• Can identify and prioritise customer needs.</li> <li>• Adopts a professional approach to customers.</li> <li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li> <li>• Able to successfully handle competing demands effectively. To meet statutory deadlines and targets and maintain high standards at all times.</li> <li>• Able to interpret and analyse data from a variety of sources and systems.</li> <li>• Ability to measure scaled plans on paper and electronically.</li> <li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li> <li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li> </ul> | <ul style="list-style-type: none"> <li>• Able to communicate information and ideas clearly and effectively, both verbally and in writing.</li> <li>• Negotiate and discuss issues with colleagues in the public and private sector.</li> <li>• Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly to meet operational needs, committed, and motivated in approach.</li> <li>• Analytical and problem-solving skills and the ability to evaluate varied planning applications.</li> <li>• Able to work successfully within a multi-disciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li> <li>• Takes responsibility for own time and effectiveness.</li> <li>• Team working skills with the ability to inspire and encourage others.</li> <li>• Ability to manage challenges situations.</li> <li>• A demonstrable ability of being highly proactive in enhancing service delivery.</li> <li>• Committed to personal development.</li> <li>• Evaluates previous judgements in order to improve.</li> <li>• Able to positively react to change and adapts to new situations quickly.</li> </ul> |
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| <u>Job Title</u>           | <u>Range</u> | <u>Duties</u>   | <u>Level A (Developing)</u>   | <u>Level B (Practising)</u>   | <u>Level C (Accomplished)</u>   |
| <b>Senior Tree Officer</b> | Range 6      | Provide specialised urban forestry advice, and effectively communicate and negotiate with the public, council Members, officers,  | Required for this level (in addition to all previous levels, if applicable)   | In addition to level A  | In addition to levels A and B   |
|                            |              |   | <u>Qualifications</u><br>Professional Qualification   | <u>Qualifications</u>   | <u>Qualifications</u>   |

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|  | <p>developers, agents and applicants on issues relating to tree establishment, pests and diseases, trees on development sites, high hedges and protected trees to ensure advice is fit for purpose, and that it aligns with relevant legislation, standards, best practice, and the council's policies and procedures.</p> <p>Review and update Medway's Tree Policy and prepare supporting guidance, support the production of Medway's Climate Change Action Plan, Conservation Area Appraisals, Design Codes and Landscape Character Assessment in order to shape and deliver the council's approach to managing and enhancing Medway's urban forest.</p> <p>Manage staff performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.</p> <p>Comment on and draft relevant planning policies and justifications within the Development Plan and any Supplementary Planning Document, guidance, brief, appraisal or similar documents to ensure compliance with relevant legislation, and that decisions contribute to enhancing Medway's urban forest, delivering positive environmental outcomes.</p> <p>Lead on and provide pre-application advice for the development management process, and input into planning applications, and the drafting and discharge of planning conditions in order to identify critical issues, improve proposals, provide information relating to validation</p> | <ul style="list-style-type: none"> <li>• A degree in Arboriculture</li> </ul> <p>Or</p> <p><u>Professional Experience</u></p> <ul style="list-style-type: none"> <li>• At least three years first-hand experience in a similar role at a local planning authority.</li> <li>• A minimum of 3 A Levels or other Level 3 qualification</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Working knowledge of arboricultural best practice in a similar role.</li> <li>• Working knowledge of tree biology and biomechanics, and ability to identify commonly found trees, tree pests, diseases and disorders.</li> <li>• Working knowledge of the science and practice of arboriculture, with particular emphasis on trees in the context of development, tree preservation orders and trees in conservation areas.</li> <li>• Working knowledge of the legislative framework, best practice guidance, and case law related to tree preservation orders, trees in conservation areas, High Hedges and Hedgerow Removal Notice.</li> <li>• Working knowledge of the National Planning Policy Framework and its supporting Planning Practice Guidance and standing advice related to trees and woodland.</li> <li>• Good understanding of council computer systems, including GIS</li> <li>• An awareness of the One Medway Council Plan</li> <li>• Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding</li> </ul> | <ul style="list-style-type: none"> <li>• Qualified grade of membership of a relevant professional body such as the Arboricultural Association or Institute of Chartered Foresters..</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of arboricultural best practice.</li> <li>• Thorough knowledge of tree biology and biomechanics, and ability to identify a wide range of tree pests, diseases and disorders found in the UK.</li> <li>• Thorough knowledge and understanding of British Standard 5837; British Standard 3998; British Standard 8545, and other industry guidance and best practice with regards to trees and development, tree planting/establishment, and tree management/pruning.</li> <li>• Thorough knowledge of local government and the planning system, including the National Planning Policy Framework and its supporting Planning Practice Guidance and standing advice related to trees and woodland.</li> <li>• Working knowledge of assessing trees in relation to making Tree Preservation Orders, preparing necessary documentation and making such Orders.</li> <li>• In-depth of knowledge of legislative processes and Council liabilities in relation to Arboriculture.</li> <li>• Thorough knowledge of processing applications relating to Tree Preservation Orders, trees in conservation areas.</li> <li>• Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of continued professional development at least commensurate with that required of the qualified grade of professional membership held.</li> <li>• To hold the Professional Tree Inspection Certificate (such as LANTRA) or equivalent.</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Expert knowledge in all areas of arboricultural best practice, as well as the legislative and regulatory framework and caselaw relevant to the post.</li> </ul> |
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|  | <p>requirements and reduce the need for conditions.</p> <p>Responsible for making, reviewing, and modifying Tree Preservation Orders, responding to objections and support letters, preparing reports, and attending committee meetings as needed to ensure trees and woodland that make an important contribution to amenity are protected, and that tree preservation orders are relevant.</p> <p>Manage enquiries and pre-application advice requests for tree preservation orders and trees in conservation areas, making decisions on tree preservation order applications and responding to conservation area 211 notices. This includes preparing reports, attending committee meetings, and representing the council in appeals and inquiries as needed to raise standards of tree care and ensure compliance with relevant legislation, regulations, best practice and processes.</p> <p>Lead on investigation of alleged breaches of tree preservation orders and conservation area controls, pursuing prosecution if expedient in the interest of amenity in order to build trust and act as a deterrent and to protect the environment, safeguard biodiversity, maintain green spaces, and contribute to the overall health of our environment.</p> <p>Facilitate regeneration projects and tree planting initiatives, providing expert advice, and prepare, contribute to, or review specifications, project plans, planning briefs, masterplans, and strategies to ensure projects and schemes have a positive outcome and enhance Medway's urban forest.</p> <p>Respond to Forestry Commission consultations on Felling Licence applications for protected trees and woodland. Manage processes, procedures, and responses for High Hedge Complaints under Part 8 of the Anti-social Behaviour</p> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least two years' post qualification experience of dealing with tree matters or if no qualification at least three years' experience of dealing with tree matters in a planning environment.</li> <li>• Experience of using Microsoft Office and/or other relevant IT applications.</li> <li>• Experience of working with initiative, and as part of a team.</li> <li>• Working effectively with colleagues and external stakeholders.</li> <li>• Experience of analysing data from a variety of sources and systems, including manual and computer-based records.</li> <li>• Experience in presenting and or providing expert advice to Members.</li> <li>• Line management and/or staff supervision experience.</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of three years first-hand experience in a similar role at a local planning authority.</li> <li>• Experience of meeting multiple deadlines, including some nonnegotiable and managing own work and work of the Tree Officer.</li> <li>• Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li> </ul>  | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Preparing content for appeal statements and/or proofs of evidence and where necessary, acting as an expert witness.</li> </ul>  |
|  |   | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Office 365 (including Teams, One Drive etc), Microsoft Word, Excel, and Outlook, GIS and other relevant computer analytical applications.</li> <li>• Able to successfully handle competing demands.</li> <li>• Takes responsibility for own time and effectiveness.</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> <li>• Able to positively react to change and adapts to new situations quickly.</li> <li>• Extensive and developed written and verbal communication skills.</li> <li>• Able to convey complex technical legislative information, to a variety of</li> </ul>  | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to recognise and respond appropriately to a broad range of observable bio-mechanical and biological tree features and understand the consequences of tree pests, diseases, and disorders seen in the UK.</li> <li>• Managing and allocation workload to ensure application and pre-application submission performance targets are met.</li> <li>• Experience of supervising, coaching and mentoring team members.</li> <li>• Can display empathy and compassion towards others.</li> <li>• Ability to lead, motivate and coordinate teams of professional staff and consultants.</li> <li>• Manages conflict or other sensitive issues tactfully and effectively.</li> <li>• Able to influence the views and behaviour of others through persuasion and encouragement.</li> </ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of digital platforms to promote good design principles, share best practices and engage with the public and stakeholders.</li> <li>• Sees priorities, plans the efficient use of resources, and monitors progress against objectives.</li> <li>• Has strong active listening skills.</li> <li>• Able to adapt behaviour to a wide range of people.</li> <li>• Political sensitivity and awareness.</li> <li>• Seeks opportunities to improve process and outcomes.</li> <li>• Able to spot and implement opportunities for improving situations.</li> </ul> |

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|  |  | <p>Act 2003. Make decisions, prepare reports for clearance under delegated powers, or refer to committee as necessary to ensure compliance with relevant legislation, regulations and guidance and a consistent and fair adjudication over complaints.</p> <p>Lead, support and promote the implementation and adherence to Medway's Tree Policy, Climate Change Action Plan, and tree-related planning policies and guidance to contribute to managing and enhancing Medway's urban forest, delivering positive environmental outcomes.</p> <p>Participate in appropriate development and training opportunities in order to maintain CPD, ensuring the postholder keeps abreast of relevant legislative and regulatory context, best practice and guidance relating to urban forestry.</p> | <ul style="list-style-type: none"><li>• audiences, in a clear and concise manner.<br/>Can generate a range of creative solutions, evaluate them and choose the most appropriate option.<br/>Ability to produce written reports presenting a variety of information illustrating both concepts and ideas and critique</li><li>• proposals in both written and graphical form. Ability to measure scaled plans on paper and electronically. Excellent analytical and problem-solving skills, ability to evaluate varied and complex development applications. Ability to work effectively with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Able to work independently, follow procedures, and confident to make well-reasoned decisions.</li><li>• Able to work within a multidisciplinary team and to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li><li>• Evaluates previous judgements in order to improve.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li><li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li></ul> |  |  |
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| Job Title            | Range   | Duties  | Level A (Developing)  | Level B (Practising)   | Level C (Accomplished)  |
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| Urban Design Officer | Range 4 | <p>Provide urban design advice and guidance to the public and professional representatives, in line with Medway's Pre-Application service standards, including verbal, and written advice to ensure consistency and accurate advice is recorded and provided to service users.</p> <p>Support and progress a range of pre-planning application enquiries, planning application consultations, and appeals, to ensure transparency and consistency in decision making.</p> <p>Communicate and negotiate effectively with Members, developers, agents and members of the public on issues relating to urban design and related matters to ensure high standards of architecture and design are achieved in Medway.</p> <p>Participate in appropriate development and training opportunities to ensure awareness of current changes in planning practice, technical, legislative and guidance relating to Urban Design and Placemaking.</p> <p>Provide advice to Council services on relevant legislation, government advice and guidance, ensuring collaborative working and effective professional relationships are maintained.</p> <p>Support the preparation of planning policies, and guidance in relation to urban design and other related matters to ensure high standards of architecture and design are achieved in Medway.</p> <p>Support the production and review of Medway's Design Codes. This includes graphic design work and desktop publishing to ensure high standards of architecture and design are achieved in</p> | Required for this level   | In addition to level A   | In addition to levels A and B   |
|                      |         |   | <p><b>Qualifications</b></p> <p><u>Professional Qualification</u></p> <ul style="list-style-type: none"> <li>A degree in architecture or urban design or another related subject</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li><u>Professional Experience</u></li> <li>At least two years' experience of urban design matters in a planning environment</li> <li>A minimum of 3 A Levels or other Level 3 qualification</li> </ul>  | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Membership of the Royal Institute of British Architects or Royal Institute for Town Planning</li> </ul>  | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Evidence of continued professional development</li> </ul>   |
|                      |         |   | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Awareness of the urban design principles and planning legislation in relation to design.</li> <li>Awareness and understanding of planning, urban design, policy guidance, practice and case law and the ability to apply that knowledge to urban design matters within agreed timeframes in order to deliver a responsive high-quality service.</li> <li>Awareness of the National Design Code Model.</li> <li>A good understanding of equality, diversity and inclusion.</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing.</li> </ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>A good level of knowledge and understanding of local government operations relevant to the role and the planning system.</li> <li>Good level of understanding of urban design principles and how this is applied.</li> <li>Good understanding of Idox Electronic Document Management System, GIS, Sketch Up, Auto Cad and Design related packages.</li> </ul> | <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Detailed understanding and practical knowledge of the National Design Code Model and related legislation and national policy and guidance.</li> <li>Detailed understanding of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments.</li> </ul>                  |
|                      |         |   | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working on urban design planning projects.</li> <li>Experience of working with initiative, and as part of a team.</li> <li>Experience of interpreting and analysing data from a variety of sources and systems, including manual and computer-based records.</li> </ul>   | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least two years' experience of working in a regeneration environment or planning environment.</li> <li>Experience in presenting and or providing expert advice to Members.</li> <li>Working effectively with colleagues and external stakeholders.</li> </ul>   | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Meeting multiple deadlines, including some non-negotiable and managing own work.</li> <li>Demonstrable experience of contributing to change and listening to new ideas.</li> <li>Experience of preparing of Design sections in appeal statements and/or proofs of evidence</li> </ul> |



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|                            |              | <p>Medway and that there is transparency and consistency in decision making.</p> <p>Support with the review of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments in order to ensure Medway's views and natural beauty are protected.</p> | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li> <li>• Uses appropriate language, style and methods depending on audience and the purpose of communication.</li> <li>• Excellent listening skills, being able to extract relevant and important information.</li> <li>• Can identify and prioritise customer needs.</li> <li>• Adopts a professional approach to customers.</li> <li>• Pays attention to details and able to focus on all areas of a task, no matter how small.</li> <li>• Able to successfully handle competing demands effectively. To meet statutory deadlines and targets and maintain high standards at all times.</li> <li>• Able to interpret and analyse data from a variety of sources and systems.</li> <li>• Ability to measure scaled plans on paper and electronically.</li> <li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li> <li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li> </ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.</li> <li>• Able to communicate information and ideas clearly and effectively, both verbally and in writing.</li> <li>• Can negotiate and discuss issues with colleagues in the public and private sector.</li> <li>• Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly to meet operational needs, committed, and motivated in approach.</li> <li>• Analytical and problem-solving skills and the ability to evaluate varied planning applications.</li> <li>• Able to work successfully within a multi-disciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li> </ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Able to illustrate concepts and ideas and critique proposals in both written and graphical form.</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> <li>• Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.</li> <li>• Takes responsibility for own time and effectiveness.</li> <li>• Team working skills with the ability to inspire and encourage others.</li> <li>• Ability to manage challenges situations.</li> <li>• A demonstrable ability of being highly proactive in enhancing service delivery.</li> <li>• Committed to personal development.</li> <li>• Evaluates previous judgements in order to improve.</li> <li>• Able to positively react to change and adapts to new situations quickly.</li> </ul> |
| <b>Job Title</b>           | <b>Range</b> | <b>Duties</b>  | <b>Level A (Developing)</b>  | <b>Level B (Practising)</b>   | <b>Level C (Accomplished)</b>   |
| <b>Senior Architecture</b> | Range 6      | Provide urban design advice and guidance to applicants, council officers   | Required for this level (in addition to all previous levels, if applicable)  | In addition to level A  | In addition to levels A and B   |
|                            |              |  | <b>Qualifications</b>  | <b>Qualifications</b>   | <b>Qualifications</b>   |

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| and Urban Design Officer |  | and councillors at all stages of the design process from outline plans to pre-application negotiations, planning applications and appeals, taking full responsibility for negotiating good design. This includes dealing with major planning applications and development proposals and appearing as the Council's expert witness. | <ul style="list-style-type: none"> <li>A degree in architecture or urban design or another related subject.</li> </ul>  | <ul style="list-style-type: none"> <li>Membership of the Royal Institute of British Architects or Royal Institute for Town Planning or at least three years first-hand experience in a similar role at either a local planning authority or private consultancy.</li> </ul>  | <ul style="list-style-type: none"> <li>Evidence of continued professional development.</li> </ul>   |
|                          |  | Manage and progress a range of preplanning application enquiries, planning application consultations, and appeals, to ensure transparency and consistency in decision making.  | OR  |  |   |
|                          |  | Communicate and negotiate effectively with Members, developers, agents and stakeholders on issues relating to urban design and related matters to ensure high standards of architecture and design are achieved in Medway.   | <u>Professional Experience</u> <ul style="list-style-type: none"> <li>At least three years first-hand experience in a similar role in a planning environment.</li> <li>A minimum of 3 A Levels or other Level 3 qualification</li> </ul>  |  |   |
|                          |  | Support the preparation of planning policies, and guidance in relation to urban design and other related matters. To ensure high standards of architecture and design are achieved in Medway.  | <u>Knowledge</u> <ul style="list-style-type: none"> <li>Detailed understanding and practical knowledge of urban design principles, master planning, and architecture.</li> <li>Detailed knowledge of legislative and policy frameworks and best practice relating to design matters and planning.</li> <li>An in-depth understand and practical knowledge of planning, urban design, policy guidance, practice and case law and the ability to apply that knowledge to urban design matters within agreed timeframes to deliver a responsive high-quality service.</li> <li>Detailed understanding and practical knowledge of the National Model Design Code and related legislation and national policy and guidance</li> <li>An awareness of the One Medway Council Plan</li> <li>Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding</li> </ul> | <u>Knowledge</u> <ul style="list-style-type: none"> <li>Detailed understanding of local government operations and the planning system.</li> <li>Good understanding of council computer systems, including GIS, Sketch Up, Auto Cad and Design related packages.</li> <li>Detailed understanding of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments.</li> <li>Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes</li> </ul> | <u>Knowledge</u> <ul style="list-style-type: none"> <li>Extensive and developed understanding of current urban design issues and a demonstrable ability to work in a collaborative way with other professionals.</li> </ul> |
|                          |  | Lead on the production and review of Medway and Developer led Design Codes, masterplans and other design led documents to ensure national legislation requirements are met, ensuring transparency and consistency in decision making and high standards of architecture and design are achieved in Medway.                         |   |  |   |
|                          |  | Support with the review of Landscape Visual Impact Assessments and Townscape Visual Impact Assessments to ensure Medway's views and natural beauty are protected.  |   |  |   |
|                          |  | Participate in appropriate development and training opportunities to ensure awareness of current changes in planning practice, technical, legislative  | <u>Experience</u> <ul style="list-style-type: none"> <li>At least two years' post qualification experience of dealing with urban design</li> </ul>  | <u>Experience</u> <ul style="list-style-type: none"> <li>Experience of meeting multiple deadlines, including some nonnegotiable and managing own work</li> </ul>   | <u>Experience</u> <ul style="list-style-type: none"> <li>Preparing content for appeal statements and/or proofs of</li> </ul>  |

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|  |  | <p>and guidance relating to Urban Design and Placemaking.</p> <p>Providing advice to Council services on relevant updates, best practice and case law to ensure, legislative requirements are met, and collaborative working and effective professional relationships maintained.</p> | <p>matters or if no qualification at least three years' experience of dealing with urban design matters in a planning environment.</p> <ul style="list-style-type: none"><li>• Experience of using Microsoft Office and/or other relevant IT applications.</li><li>• Experience of working with initiative, and as part of a team.</li><li>• Working effectively with colleagues and external stakeholders.</li><li>• Experience of analysing data from a variety of sources and systems, including manual and computer-based records.</li><li>• Experience in presenting and or providing expert advice to Members.</li><li>• Line management and/or staff supervision experience.</li></ul>  | <p>and work of the Urban Design Officer.</p> <ul style="list-style-type: none"><li>• Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.</li></ul>   | <p>evidence and where necessary, acting as an expert witness</p>  |
|  |  |   | <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proficient in the use of Office 365 (including Teams, One Drive etc), Microsoft Word, Excel, and Outlook, GIS and other relevant computer analytical applications.</li><li>• Proficient in the use of Sketchup, Autocad and Adobe Create Cloud.</li><li>• Able to successfully handle competing demands.</li><li>• Takes responsibility for own time and effectiveness.</li><li>• Recognises priorities, weighs up different options and evaluates risks.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Extensive and developed written and verbal communication skills.</li><li>• Able to convey complex technical legislative information, to a variety of</li></ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Managing and allocation workload to ensure application and pre-application submission performance targets are met</li><li>• Experience of supervising, coaching and mentoring team members.</li><li>• Can display empathy and compassion towards others.</li><li>• Ability to lead, motivate and coordinate teams of professional staff and consultants.</li><li>• Manages conflict or other sensitive issues tactfully and effectively.</li><li>• Able to influence the views and behaviour of others through persuasion and encouragement.</li></ul> | <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proficient in the use of digital platforms to promote good design principles, share best practices and engage with the public and stakeholders.</li><li>• Sees priorities, plans the efficient use of resources, and monitors progress against objectives.</li><li>• Has strong active listening skills.</li><li>• Able to adapt behaviour to a wide range of people.</li><li>• Political sensitivity and awareness.</li><li>• Seeks opportunities to improve process and outcomes.</li><li>• Able to spot and implement opportunities for improving situations.</li></ul> |
|  |  |   | <p>audiences, in a clear and concise manner.</p>   |   |   |

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|  |  |  | <ul style="list-style-type: none"><li>• Can generate a range of creative solutions, evaluate them and choose the most appropriate option.</li><li>• Ability to produce written reports presenting a variety of information illustrating both concepts and ideas and critique proposals in both written and graphical form.</li><li>• Ability to measure scaled plans on paper and electronically.</li><li>• Excellent analytical and problem-solving skills, ability to evaluate varied and complex development applications.</li><li>• Ability to work effectively with colleagues at all levels, across a range of council services, treating all with respect.</li><li>• Able to work independently, follow procedures, and confident to make well-reasoned decisions.</li><li>• Able to work within a multidisciplinary team and to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.</li><li>• Evaluates previous judgements in order to improve.</li><li>• Able to positively react to change and adapts to new situations quickly.</li><li>• Full UK driving licence required but reasonable adjustments will be considered for those with a disability.</li><li>• Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.</li></ul> |  |  |
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