

## Person Specification Planning and Byelaw Officer

Hours of work - 37 per week

Annual Holiday Entitlement - 23 days per annum rising to 27 after five years

All bank holidays plus three extra statutory days

Pension - Local Government Superannuation Scheme

Salary - Grade 4 (£27,000 to £30,216 depending on qualification and experience)

Company commercial vehicle

Nine-day working fortnight

	Essential	Desirable
Person	Highly motivated, dependable, open and reliable. Excellent verbal and written communication skills. A positive and proactive approach to tackling and solving problems. Commitment and loyalty to the organisation and its aims. Enthusiastic, flexible and energetic in approach.	
Qualifications and Experience	Technical expertise and a qualification in a relevant engineering discipline. Good understanding of the planning application process. Understanding of surface water drainage systems, including environmental implications. Experience dealing with large-scale developments.	Experience of the legal requirements around enforcement. Experience in the land drainage industry. Knowledge of the local areas.
	Ability to prioritise workloads and deliver multiple projects on time and within budget.	
Computer Skills	Proficient in the use of MS Word, Access and Outlook, and GIS.	Use of MS Presentations. Modelling systems.
Literacy and Numeracy	Excellent written communication skills including preparation of reports for Board meetings.	
Business Skills	Sound organisational ability. Good communication and listening skills. Professional manner and excellent customer relation skills. Ability to give clear, concise presentations to senior staff and Board members.	

	Good team player, able to interact well.	
Additional Requirements	Full driving licence. Required to travel to other offices and sites. Able to work extended hours when necessary and to provide cover during flood event. Regular site visits required which may involve rough terrain.	