



Person Specification			
Post title	Deputy Head of Planning	Grade	PMG3 / £67,446 - £73,310 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Ability to manage, lead and motivate staff, within a culture of seeking continuous improvement in service delivery.	A, I
S2	Ability to motivate, lead and manage a team in the delivery of an effective and efficient service, capable of achieving deadlines and performance standards	A, I
S3	Significant experience of leading a multi-disciplinary local government planning team.	A, I
S4	Proven ability to work effectively in a political environment and establish effective working relationships with Elected Members, the public and community bodies.	A, I
S5	Ability to work flexibly as part of the Planning and Building Control Service and wider Council Senior management team cohort, contributing as appropriate to delivery of corporate priorities	A, I
S6	Excellent knowledge of current legislation and best practice in planning	A, I, P
S7	Experience of preparing a Local Plan, including preparing planning policy documents, their associated evidence base and appearing at an Examination in Public	A, I, P
S8	Excellent oral and written communication and negotiation skills.	A, I
S9	Ability to develop and grow individual team member competency and capabilities	A, I
S10	Ability to represent the Council and Service at both internal and external meetings	A, I
S11	Ability to use Performance Management and Project Management tools and techniques to achieve business objectives.	A, I
S12	Accomplished analytical and problem-solving skills, with good attention to detail.	I
S13	Ability to work closely with the Head of Planning and Building Control and Group Manager, Building Control as part of the Planning and Building Control Management/Leadership team, to shape and	I

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	influence the strategic direction of the Service.	
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	A, I
C2	Ability to identify and embed procedural and organisational improvements using a toolbox of effective communication and listening skills	A, I
C3	Effective negotiation and customer care skills	A, I
C4	Ability to challenge and influence decision making.	A, I
Qualifications		
Q1	Degree in town and country planning	C
Q2	Membership of (or eligibility to join) RTPI.	C
Q3	Evidence of continuous professional development	A

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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