

APPENDIX 3

COMPETENCY FRAMEWORK FOR ASSISTANT ENVIRONMENTAL PLANNING MANAGER

TEAM LEADERSHIP

An Assistant Environmental Planning Manager works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise. An Assistant Environmental Planning Manager provides clear information and advice as to what is required of the team. An Assistant Environmental Planning Manager strives to develop and implement new ways of working effectively to meet objectives and leads the team by example, coaching and supporting individuals as required. An Assistant Environmental Planning Manager is required to place high importance on staff development, training and maximising skills and capacity of their team. An Assistant Environmental Planning Manager must be flexible and willing to adapt and positively contribute to the implementation of change.

JUDGEMENT, ANALYSIS AND DECISION MAKING

An Assistant Environmental Planning Manager needs to have the ability to gather and analyse information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors. An Assistant Environmental Planning Manager needs to take account of any broad issues and related implications when making decisions whilst using previous knowledge and experience to guide their decision. An Assistant Environmental Planning Manager needs to evaluate problems and provide solutions. An Assistant Environmental Planning Manager makes sound decisions and provides a well-reasoned rationale and stands by this.

MANAGEMENT AND DELIVERY OF RESULTS

An Assistant Environmental Planning Manager takes responsibility and is accountable for the delivery of agreed objectives. An Assistant Environmental Planning Manager successfully manages a range of different projects and work activities at the same time. An Assistant Environmental Planning Manager structures and organises their own and others work effectively and is logical and pragmatic in their approach, delivering the best possible results with the resources available. An Assistant Environmental Planning Manager delegates work effectively, providing clear information and evidence as to what is required. An Assistant Environmental Planning Manager proactively identifies areas for improvement and develops practical suggestions for their implementation. An Assistant Environmental Planning Manager demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively. An Assistant Environmental Planning Manager applies appropriate systems/ processes to enable quality checking of all activities and outputs. An Assistant Environmental Planning Manager practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

INTERPERSONAL AND COMMUNICATION SKILLS

An Assistant Environmental Planning Manager builds and maintains contact with colleagues and other stakeholders to assist in performing their role and acts as an effective link between staff and senior management. An Assistant Environmental Planning Manager encourages open and constructive discussions around work issues, projects conviction, gaining buy-in by outlining relevant information and selling the benefits. An Assistant Environmental Planning Manager treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances. An Assistant Environmental Planning Manager needs presents information clearly, concisely and confidently when speaking and in writing.

DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES

An Assistant Environmental Planning Manager must be capable of performing at a high level, investing significant energy to achieve agreed objectives. An Assistant Environmental Planning Manager must be capable of demonstrating resilience in the face of challenging circumstances and high demands. An Assistant Environmental Planning Manager needs to be relied upon, ensuring that customers are at the heart of all services provided. An Assistant Environmental Planning Manager is required to uphold high standards of honesty, ethics and integrity at all times.

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF-DEVELOPMENT

An Assistant Environmental Planning Manager develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department. They keep up to date with key Departmental, sectoral, national and international policies and economic, political and social trends that affect the role. They must also maintain a strong focus on self-development, seeking feedback and opportunities for growth.