

PERSON SPECIFICATION

Post title: Landscape Development Manager
 Directorate: Conservation & Communities
 Grade: 6



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Knowledge/Experience		
Knowledge and understanding of farming, land management and natural/heritage conservation	E	Application Form/ Interview
Significant experience of working with farmers to collectively achieve positive business and environmental outcomes	E	Application Form/ Interview
Experience of successfully developing and delivering multi objective projects and demonstrable project management skills	E	Application Form/ Interview
Track record of working collaboratively with diverse organisations and building trusted long-term partnerships	E	Application Form/ Interview
Experience of line management, including appraisals and performance management	E	Application Form/ Interview
Able to demonstrate experience of budget management, managing contractors and procurement processes	E	Application Form/ Interview
Experience of successfully communicating agricultural and environmental messages to a wide variety of audiences through a range of media	D	Application Form/ Interview
Skills/Abilities		
Excellent oral, written and interpersonal communication skills	E	Application Form/ Interview
Good negotiation skills and ability to work with a range of people	E	
Excellent organisational skills and the ability to process information accurately	E	Application Form/ Interview
Working knowledge of Microsoft Office applications and good general ICT skills	E	Application Form/ Interview
Able to work independently as well as part of a team	E	Application Form/ Interview
Able to manage own workload and time	E	Application Form/ Interview
Report writing and presentation skills	D	Application Form/ Interview
Education/Training/Qualifications		
Degree or equivalent in relevant subject (e.g. Environmental Land Management)	E	Application
Other Requirements		
A commitment to continuous personal and professional development	E	Application Form/ Interview
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application Form/ Interview
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check

Flexibility and willingness to work occasional evenings and weekends	E	Application Form/ Interview
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Competency Requirements (refer to Competency Framework)

<p>Communication & Interpersonal Skills (Level 3)</p> <ul style="list-style-type: none"> ▪ Recognises the importance of regular team meetings and 1:1s. ▪ Manages meetings effectively using clear, confident and open communication. ▪ Facilitates discussion and is able to stimulate debate in a positive manner. ▪ Understands how to persuade, influence and negotiate with others where there are conflicting personal or organisational agendas. ▪ Presents ideas, proposals or policies verbally or in writing in a concise and compelling manner. ▪ Translates complex issues into straightforward arguments and concepts, in order to help others gain a better understanding. ▪ Ensures that all staff are included in communications, paying particular attention to reach out to non-office based staff.
<p>Development of Self and Others (Level 2)</p> <ul style="list-style-type: none"> ▪ Develop coaching and mentoring skills in order to support others. ▪ Completes appraisals and appraisal reviews for direct reports, effectively and on time. ▪ Completes a full and timely induction for new members of team. ▪ Positively seeks to develop and improve own management skills and competencies. ▪ Gives prompt, honest and constructive feedback to others, in an appropriate manner. ▪ Recognises and responds positively to good performance and behaviours. ▪ Agrees what is expected of others and addresses under performance issues when they arise. ▪ Actively reviews own Personal Development Plan and addresses any gaps in knowledge and skills without prompting.
<p>Strategic Awareness (Level 2)</p> <ul style="list-style-type: none"> ▪ Is clear on the key priorities for DNPA and strives to achieve them. ▪ Has a clear understanding of the organisational policies and procedures and works within these. ▪ Understands the role of the Members in relation to the work of DNPA. ▪ Sets priorities and demanding but achievable objectives for others. ▪ Supports others to understand standards expected of them and monitors progress against objectives. ▪ Responds to changing priorities; re-prioritising own workload and that of others as required. ▪ Encourages a constructive response to change in others through a positive and collaborative attitude.
<p>Working Effectively (Level 3)</p> <ul style="list-style-type: none"> ▪ Manages and co-ordinates staff, time and budget to ensure the team are able to deliver their service effectively. ▪ Demonstrates sound financial management skills, prioritises spending, and encourages others to be resourceful. ▪ Identifies opportunities to minimise duplication of effort or resources in planning and executing work plans. ▪ Liaises with other Service heads to promote cross-Directorate working, and gain a wider understanding of cross-functional project work. ▪ Considers opportunities for volunteers to contribute to, or enhance the work of the service / team.

- Identifies opportunities for making savings or generating income through commercial routes.
- Encourages time to think– to reflect on and improve working practices.

Decision Making and Problem Solving (Level 3)

- Responds quickly and decisively to a crisis or to problems that impact on others, by taking action and making decisions that are impartial and based on all available evidence.
- Acts professionally by supporting management in implementing, communicating and promoting decisions that have been made on behalf of the Authority, even when they may not personally agree.
- Thinks creatively to solve problems; embracing new ideas, ways of working, and taking managed risks in order to move forward.
- Recognises when decisions need to be taken that may be unpopular, and is able to separate emotion to ensure effective decisions are made.

Continuous Improvement (Level 2)

- Constructively challenges the status quo and seeks better alternatives if needed.
- Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate.
- Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood.
- Acknowledges ideas for improvements and suggestions for change and provides feedback on why ideas may or may not be adopted.
- Supports the actions identified in the *Developing Team Dartmoor ODS*, to continually find ways of improving.

July 2024