

EMPLOYEE SPECIFICATION

Closing Date: Friday 30th July 2021

Directorate: Development and Housing		Section: Development Management
Post No: DEDM01011	Designation: Planning Assistant	Grade: 4 SCP 6 - 8

Qualifications:

- (E) Five GCSEs, Grade "C" or above including Maths and English
- (D) GCSE or A Level in Geography or other related discipline

Knowledge/Skills/Abilities:

Knowledge:

- (D) Methods of and a commitment to improving performance and delivering best value
- (D) An understanding of the Council's policies, procedures and regulations which are relevant to the work of the Planning Department
- (D) Awareness of best practice in Development Management
- (D) Interactions between the sections within the Planning Department

Abilities:

- (E) To work within a team whilst using individual initiative
- (E) To give clear advice and guidance both in writing and verbally to all stakeholders
- (E) To deal firmly and diplomatically with all stakeholders
- (E) To work to deadlines producing clear and accurate outcomes

Skills:

- (E) Good organisational skills with an ability to work to timescales, set targets and work under pressure to achieve them
- (E) Good interpersonal relationship skills to collaborate with partners, stakeholders and staff
- (E) Good computer skills and the ability to use appropriate ICT systems to enhance service delivery

Experience:

- (E) Dealing with telephone and written enquiries
- (E) ICT systems and equipment

Special Requirements:

- (E) The post holder should be able to undertake site visits and property inspections
- (D) Driving licence

NB E Essential
D Desirable

Date Produced: July 2021