

EMPLOYEE SPECIFICATION

Closing Date: Wednesday 11th August 2021

Directorate: Development		Section: Planning Policy	
Post No: DECR02003	Designation: CIL Support Assistant		Grade: 3

Qualification:

- E Five GCSEs, Grade "C" or above including Maths and English (or equivalent)

Knowledge/Skills/Abilities:

- E Ability to work in a team.
- E Ability to work flexibly on a variety of tasks.
- E A willingness to acquire technical and/or legal knowledge particularly relating to CIL regulations and the planning system.
- E Ability to interact tactfully with all stakeholders via a variety of means of correspondence.
- E Good computer and keyboard skills.
- E Ability to work to deadlines.
- HD Ability to update and maintain accurate data on various software packages and create reports from that data.
- D Awareness of methods of and a commitment to improving performance and delivering best value.

Experience:

- HD Experience of general clerical work, including filing, photocopying etc.
- HD Experience of using excel to manage data and use this data to produce reports.
- HD Experience of inputting and extracting computer data, using spreadsheets, databases and Geographical Information Systems.
- HD Experience of recording and retrieval of statistical information.
- HD Experience of reception work.
- HD Experience of dealing with telephone enquiries.

Special Requirements:

None

- NB E Essential
 HD Highly Desirable
 D Desirable
 A Advantageous

Date Produced: July 2018