# 

# EMPLOYEE

## SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Directorate:** Development & Housing | | **Section:** Development Management & Building Control | |
| **Post No:** DEDM01010 | **Designation:** Assistant Planning Officer | | **Grade:** 6  SCP 12 – 15 |

|  |
| --- |
| **Qualifications:**  (E) Five GCSEs, Grade "C" or above including Maths and English, or equivalent  (D) Degree in Planning 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:**   1. 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 and equipment to enhance service delivery |
| **Experience:**  (E) Dealing with telephone and written enquiries  (D) Working within a local authority Planning Department |
| **Special Requirements:**  (E) The post holder should be able to undertake site visits and property inspections  (E) To attend meetings as appropriate outside the parameters of the flexi-time system  (E) Driving licence |
| NB E Essential  D Desirable  Date Produced: January 2025 |