

EMPLOYEE SPECIFICATION

Directorate: Development		Section: Development Management
Post No: DEDM01011	Designation: Planning Assistant – 12 month FTC	Grade: 4 SCP 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
- E Driving licence

- NB E Essential
D Desirable

Date Produced: Jan 22