

### PERSON SPECIFICATION

|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| --- | --- | --- | --- |
| EDUCATION | A Royal Town Planning Institute recognised degree/ diploma or equivalent qualification  Membership of or working towards Royal Town Planning Institute accreditation |  | QC/I |
| WORK EXPERIENCE | Demonstrable knowledge of planning practice and procedure  Demonstrable experience of dealing with a large caseload of planning applications  Experience of working with customers | Experience of acting as case officer for large or complicated planning applications  Working in Local Government  Experience of supporting junior staff | AF/I/T  AF  AF |

|  |  |  |  |
| --- | --- | --- | --- |
| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| COMMUNICATION | The ability to converse at ease with members of the public and provide advice in accurate spoken English  Excellent written communication skills  The ability to deal with customers effectively and sensitively in potentially difficult situations | Able to establish, maintain and develop effective working relationships  Understanding of working in a political environment | AF/I  AF/I  AF/I |
| SPECIFIC SKILLS | Demonstrable report writing skills  Experience of Microsoft Office products  Strong organisational skills  Ability to co-ordinate work | Experience of Geographical Information Systems (GIS) | AF/I/T  AF  AF/I  AF/I |
| PERSONAL **QUALITIES** | Pro active in problem solving  Flexible approach to changing priorities and allocation of work | Demonstrate a positive working ethos | AF/I  AF |
| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**  I = Interview  T = Test/Assessment  QC = Qualification Certificate  AF = Application Form |
| PERSONALQUALITIES | Approaches work with initiative and integrity  The ability to work well in a team  Support the development of other team members |  | AF/I  AF  AF/I |
| OTHER CRITERIA | The ability to adapt and respond quickly to change  Show concern for quality  Promote a positive and professional image  Full valid UK driving licence and access to a vehicle in order to travel around sites within the borough  Appropriate Business Use vehicle insurance |  | AF/I  AF/I  AF/I  AF/I  AF/I |