

### PERSON SPECIFICATION

|  | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**I = InterviewT = Test/AssessmentQC = Qualification CertificateAF = Application Form |
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| EDUCATION | A Royal Town Planning Institute recognised degree/ diploma or equivalent qualificationMembership of or working towards Royal Town Planning Institute accreditation |  | QC/I |
| WORK EXPERIENCE | Demonstrable knowledge of planning practice and procedureDemonstrable experience of dealing with a large caseload of planning applicationsExperience of working with customers | Experience of acting as case officer for large or complicated planning applicationsWorking in Local GovernmentExperience of supporting junior staff | AF/I/TAFAF |

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| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**I = InterviewT = Test/AssessmentQC = Qualification CertificateAF = Application Form |
| COMMUNICATION | The ability to converse at ease with members of the public and provide advice in accurate spoken English Excellent written communication skillsThe 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/IAF/IAF/I |
| SPECIFIC SKILLS | Demonstrable report writing skillsExperience of Microsoft Office products Strong organisational skillsAbility to co-ordinate work | Experience of Geographical Information Systems (GIS) | AF/I/TAFAF/IAF/I |
| PERSONAL**QUALITIES** | Pro active in problem solvingFlexible approach to changing priorities and allocation of work | Demonstrate a positive working ethos | AF/IAF |
| (Continued) … | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD**I = InterviewT = Test/AssessmentQC = Qualification CertificateAF = Application Form |
| PERSONALQUALITIES | Approaches work with initiative and integrityThe ability to work well in a team Support the development of other team members |  | AF/IAFAF/I |
| OTHER CRITERIA | The ability to adapt and respond quickly to changeShow concern for qualityPromote a positive and professional imageFull valid UK driving licence and access to a vehicle in order to travel around sites within the boroughAppropriate Business Use vehicle insurance |  | AF/IAF/IAF/IAF/IAF/I |