# Person Specification

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| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| Education, Qualifications and Training | Educated to A Level or equivalent or other relevant experience in the absence of formal qualifications. | Planning or Geography degree. |
| Experience and Knowledge | Substantial experience in an office environment  Experience of dealing with customers and members of the public.  Ability to communicate at all levels through a range of media (i.e. telephone, letter, email, face to face). | Local Government experience, in Development Management or Planning  Familiarity with architect’s plans and drawing, and ordnance survey maps.  An understanding of planning applications and the development process, as well as planning legislation and guidelines. |
| Ability and Skills | Good oral, written communication and presentation skills.  Good computer literacy.  Good organisational skills with the ability to meet tight deadlines whilst maintaining attention to detail.  Ability to work under pressure, handle difficult/complex situations and customers.  Capable of working on own initiative with minimal supervision.  Being an effective team player in providing a quality service to customers.  Accurate and analytical approach  Fluent in English | Ability to negotiate improvements to submitted schemes.  An ability to comprehend plans and relate them to site proposals. |
| Equal Opportunities | Ability to demonstrate awareness and understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  | Driving Licence |