# 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 | Geography degree |
| Experience and Knowledge | Substantial experience in an office environment | Local Government experienceAwareness of both SNN and GIS |
| Ability and Skills | Good communication skills with the ability to communicate with people of all levels and through a range of media Good computer literacyGood organisational skills with the ability to meet tight deadlines whilst maintaining attention to detailAbility to work under pressure, handle difficult/complex situations and customersCapable of working on own initiative with minimal supervisionBeing an effective team player to provide a quality service to customersAccurate and analytical approach Fluent in English | Familiarity with architect’s drawings and ordnance survey maps and ability to relate them to site and wider locality.Awareness of the principles of data protection / GDPR |
| Equal Opportunities | Awareness and understanding of equal opportunities and other behaviour, physical, social and welfare needs. |  |
| Additional Factors |  | Driving Licence |