# 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 experience  Awareness 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 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 to provide a quality service to customers  Accurate 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 |