



Person Specification

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. email, letter, telephone, and 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