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| **Job Title: Development Control Assistant** | **Salary Band: 6**  **Car Allowance level: Casual** |  | **Employment Status: Permanent**  **Hours per week: 37 (full time)** |  |
| **Criteria** | **Essential** | **Method** | **Desirable** | **Method** |
| **Qualifications and Professional or Vocational Qualifications** | Degree in town planning or a related subject | App, E | Evidence of ongoing Continuous Professional Development (CPD) | App, E |
| **Relevant Experience and Knowledge** | Experience of working with the public  A knowledge and understanding of the wide range of services provided by a local authority  A good knowledge of planning matters including procedures, good practice and legislation  Knowledge of issues which affect planning | App, Int  App, Int  App, Int  App, Int | Experience of a Local Government planning environment | App, Int |
| **Skills and Abilities** | Able to communicate at different levels which requires the post holder to be tactful, diplomatic and have a range of interpersonal skills to effectively help the public and other bodies  The ability to work with maps and plans and the use of IT systems  Ability to interpret planning policies  Research skills including rational and analytical skills  Ability to prioritise and organise workload to meet deadlines  Able to respond positively under pressure  Able to work with minimum supervision  Ability to present information at meetings  Able to compile concise and accurate reports | App, Int  App, Int  App, Int  App, Int  App, Int  App, Int  App, Int  App, Int  App, Int | Numeracy skills  GIS (Geographical Information Systems) Skills  Able to consider broad issues as well as capable of focussing on particular instances | App, Int  App, Int  App, Int |
| **Attitude and Motivation** | Commitment to work in partnership with internal departments, other businesses and agencies to resolve issues  Commitment to the delivery of excellent customer service to promote the Council’s reputation  Positive and flexible in approach  Ability to work as part of a team  Commitment to achieving corporate priorities | App, Int  App, Int  App, Int  Int  Int | Seeking career advancement | App, Int |
| **Other** | Current driving licence and provision of own vehicle insured for use while on Council business  Able to work hours required for the post which includes meetings outside of normal office hours | App, E  App, Int |  |  |
| **Assessment Key** | E: Evidence  App: Application Form |  | Int: Interview  T: Test/Assessment |  |