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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 publicA knowledge and understanding of the wide range of services provided by a local authorityA good knowledge of planning matters including procedures, good practice and legislationKnowledge of issues which affect planning | App, IntApp, IntApp, IntApp, 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 bodiesThe ability to work with maps and plans and the use of IT systems Ability to interpret planning policiesResearch skills including rational and analytical skillsAbility to prioritise and organise workload to meet deadlinesAble to respond positively under pressureAble to work with minimum supervisionAbility to present information at meetingsAble to compile concise and accurate reports | App, IntApp, IntApp, IntApp, IntApp, IntApp, IntApp, IntApp, IntApp, Int | Numeracy skillsGIS (Geographical Information Systems) SkillsAble to consider broad issues as well as capable of focussing on particular instances  | App, IntApp, IntApp, Int |
| **Attitude and Motivation** | Commitment to work in partnership with internal departments, other businesses and agencies to resolve issuesCommitment to the delivery of excellent customer service to promote the Council’s reputationPositive and flexible in approachAbility to work as part of a teamCommitment to achieving corporate priorities | App, IntApp, IntApp, IntIntInt | Seeking career advancement | App, Int |
| **Other** | Current driving licence and provision of own vehicle insured for use while on Council businessAble to work hours required for the post which includes meetings outside of normal office hours | App, EApp, Int |  |  |
| **Assessment Key** | E: EvidenceApp: Application Form |  | Int: InterviewT: Test/Assessment |  |