

Person Specification

Job Title	Planning Support Officer
Grade	CG Sc3-Sc6
Service/Section	Systems Team
Directorate	Regeneration, Enterprise & Skills

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
knowledge of Local Land Charge service purpose and processes.	D
Comprehensive knowledge of the standard MS Office 365 suite of applications (Word, Excel, Outlook)	E
Skills and Abilities	
Under minimal supervision, the ability to work on own initiative within a team environment, sharing workloads with others, taking responsibility for specific areas of work and maintaining an awareness of team priorities	E
Effective verbal, interpersonal, telephone and written communication skills with a diverse range of people.	E
Proven ability to input and update information on appeals and enforcement to the geographical information system (GIS) and to create	D
Able to work to tight deadlines effectively and accurately to ensure the department's performance is maintained, ensuring attention to detail.	E
Experience	
Experience of delivering Local Land Charge Services within a Local Authority environment	D
Experience and proven ability to accurately and efficiently use planning, land charges and building control software	D
Experienced at processing income and reconciling accounts	D

Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E