

Person Specification

Job Title	Planning Support Officer (SI06)
Grade	Sc6
Service/Section	Planning Obligations, Business Systems and Resources
Directorate	Place and Growth

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

Criteria	Essential/ Desirable
Knowledge	
A demonstrable knowledge and understanding of planning obligations	D
Skills and Abilities	
High proficiency in Microsoft Excel, including advanced functions such as pivot tables, lookups, and data validation.	E
Proven ability to work with financial data, including reconciliation and auditing processes.	D
Excellent attention to detail and methodical approach to data management.	E
Ability to manage workloads independently and meet tight deadlines.	E
Clear communication skills, both written and verbal, including experience producing guidance and documentation.	E
Experience	
Experience in data migration projects, ideally within a planning, development, or local government context.	D
Experience working with or implementing digital monitoring systems or databases.	E
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