

Person Specification

DEPARTMENT:	Place and Growth
DIVISION:	Planning & Building Control
SECTION:	Business Support
DESIGNATION:	Planning and Building Control Support Officer
GRADE:	CG Sc5-Sc6
POST NO.:	Planning : DRES_PLA10, DRES_PLA11, DRES_PLA12, DRES_PLA13, DRES_PLA14, DRES_PLA15 Building Control : DRES_PLA***, PLA***
REPORTS TO:	Business Support Team Leader (Planning and Building Control Admin)

Criteria	Method of Assessment	Short listing Criteria
	AF= application form T = test P = presentation I = interview	Indicate as appropriate *
Qualifications and Experience		
Experience of administrative support within computerised support environment	AF/I	Y
Knowledge, Skills and Abilities		
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	AF/I	Y
Effective verbal, interpersonal, telephone and written communication skills with a diverse range of people	AF/I/T	Y
Knowledge and ability to use a full range of office management software (eg. spreadsheets, word processing, email and internet)	AF/I/T	Y
Knowledge and ability to use specific application software packages	AF/I	Y
Equal Opportunities / Health and Safety		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	Y
To understand and comply with the requirements of the Health and Safety at Work Act 1974.	AF/I	Y
Additional requirements Sc 4 (CG 2)		
Proven ability to process payments accurately	AF/I	y
Able to communicate clearly orally and in writing	AF/I	y

to a high standard to a range of stakeholders.		
Ability to work under minimal supervision.	AF/I	y
Has demonstrated working effectively as a team with colleagues	AF/I	y
Provide quality information to senior officers and managers when required	AF/I	y
Significant experience and proven ability to accurately and efficiently use planning, land charges and building control software	AF/I	y
Proven ability to input and update information on appeals and enforcement to the geographical information system (GIS) and to create geographical information for each application.	AF/I	y
Able to prepare and distribute regular monitoring reports and statistical returns using electronic facilities as appropriate. Able to use reports to monitor statutory and agreed timescales.	AF/I	y
Able to work to tight deadlines effectively and accurately to ensure the departments performance is maintained, ensuring attention to detail.	AF/I	y
Using own initiative and taking responsibility for actions	AF/I	y
Able to deal with processing of major applications to a high level, including registration, large consultations and using the Document Management System with a high degree of accuracy	I	y
Process income and ensure that correct income is received and reconciliated	I	y
Experience in providing training to colleagues	I	y
Additional requirements Sc 6 (CG 4)		
Ability to validate planning applications and building control applications	I	y
Ability to deal with simple non major applications in their entirety	I	Y
Cover all other areas as required including planning, planning and building enforcement and building control.	AF/I	y