Inverclyde council

PERSON SPECIFICATION

The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview. In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds.

Inverclyde council

POST TITLE: Assistant Planning Officer

ATTRIBUTES	**ESSENTIAL:** **The minimum acceptable level for safe and effective job performance**	**DESIRABLE:** **The attributes of the ideal candidate**
ATTAINMENTS/ EXPERIENCE 1.Educational (e.g. qualifications, membership of professional bodies) 2.Occupational (e.g. management experience)	Educated to a minimum of HND or degree level in appropriate discipline such as town planning, regeneration, community development. *NOTE- where educated to any other standard than planning degree, the candidate will be expected to undertake in-work learning to become eligible to be a chartered town planner.*	Membership of a relevant professional body Membership of an appropriate professional body eg RTPI, RICS, MICE Experience of working within a planning environment, or professions related to place making. Experience in a local government setting.
SKILLS & ABILITIES (e.g. work ethic, motivation, judgement, initiative, analytical skills, problem solving skills, report writing skills)	Excellent IT skills including experience with Microsoft Office and computing applications. Excellent communication skills. Experience of writing reports A high level of commitment, flexibility and motivation. Ability to initiate new projects and be innovative.	
SPECIAL APTITUDES (e.g. numerical skills, manual dexterity, driving licence)	Ability to work under pressure, meet deadlines, manage time effectively and cope with conflicting demands. Ability to relate well with people of all ages, particularly young people and hard to engage community stakeholders. Good oral and written presentation skills. Excellent interpersonal skills Personal and Professional Integrity Ability to work on own initiative and as part of a Team	Experience in the preparation of local development plans or assessing planning applications Driving licence and access to own car. An understanding of setting outcomes, policy writing and measuring impact.
ANY ADDITIONAL JOB RELATED REQUIREMENTS (e.g. ability to work irregular hours, shifts)	Willing to work out of hours as required Adaptability and Flexibility	Awareness of national, regional and local policies related to town planning
DISABLED APPLICANTS AND GUARANTEED INTERVIEWS		

Under the ‘Disability Confident’ initiative, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.

Date produced: May 2024