

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Service Delivery	Service: Planning and Strategic Housing	Job Title: Planning Technician
--------------------------------------	--	---------------------------------------

Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>NVQ 2 (Business Administration) or equivalent experience.</p> <p>Keyboard skills to be able to operate PCs and sufficient competency to write correspondence and use databases.</p> <p>Ability to assist in the delivery of a customer orientated service in a complex environment.</p> <p>Experience / Knowledge of Microsoft Office (or equivalent products, i.e. spread sheets, word processing, database) sufficient to produce letters, reports, spread sheets, update databases etc. and an understanding of local authority financial systems.</p> <p>Ability to communicate effectively orally and in writing on routine matters with work colleagues and members of the public</p> <p>Ability to record information accurately.</p> <p>After appropriate training the ability to provide basic procedural advice and, among other things, administer the validation of planning applications and discharge of conditions under on the Town and Country Planning Acts.</p>	<p>Some demonstrable ability in working in a development management team and a good knowledge of the planning application process working in a Local Authority planning department (normally assessed as having at least 2yrs experience).</p> <p>Knowledge of Geographical Information Systems.</p>	<p>Application Form</p> <p>Copy of qualification(s)</p> <p>Interview</p>

Circumstances

ESSENTIAL	DESIRABLE	HOW ASSESSED
Occasionally be available to work outside normal office hours.		Application Form Interview

Competency	Level	Essential	Desirable	How Assessed
Achieving Results	2	Ability to learn the tasks set out in the job description and implements instructions accordingly.		Application Form Interview
Communication	2	Ability to communicate effectively orally and in writing on routine matters with work colleagues and members of the public Ability to record information accurately.		Application Form Interview
Creative Thinking	1	Ability to put forward innovative new ideas and approaches.		Application Form Interview

Competency	Level	Essential	Desirable	How Assessed
Customer Focus	2	Ability to assist in the delivery of a customer orientated service in a complex environment. Demonstrable experience of dealing confidently with members of the public, and the ability to liaise effectively with diverse groups of people and understand needs.		Application form Interview
Decision Making and Problem Solving	2	Ability to apply policy objectively with tact and fairness. Ability to act on own initiative within prescribed policy parameters referring issues to senior officers where necessary.		Application Form Interview
Making Change Work	2	Ability to support a positive image of change. Ability to cope with ambiguity and change and maintain commitment and calmness under pressure.		Application Form Interview
Managing Resources, Projects & Processes	2	Ability to work within a team and to work on own initiative. An ability to work under pressure to meet statutory deadlines and performance targets.		Application Form Interview
Organisational Awareness & Commitment	2	Supports the Council's values and goals		Interview
Personal Impact	2	Ability to adapt style or content to meet the need of the situation or person involved. Effectively builds trust and rapport to influence outcomes.		Interview
Working Relationships	2	Maintain constructive relationships with		Application Form

		customers, outside agencies, members and officers of the Council.		Interview
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Application Form Interview

Date Issued: September 2021 Issued by: Head of Planning and Strategic Housing