

PERSON SPECIFICATION



WARRINGTON
Borough Council

JOB TITLE: Graduate Planner / Assistant Planner

GRADE: 6 / 7

DIRECTORATE: Environment & Transport

SERVICE: Development Management

CRITERIA:

This role is a career grade and the person specification reflects the entry level requirements for Grade 6. Progression through the career grade will be dependent on qualifications and the knowledge, skills and abilities required to meet the essential elements of the person specification set out below and to manage a more complex and contentious workload. . Career progression within the team will be dependent on experience and qualification as well as the needs of the Service:

Experience –

At Grade 6

1. Good knowledge of planning development management process and legislation (E) **A, I**
2. Experience of working in a customer facing environment (D) **A, I**
3. Experience of working in a Planning or closely related service (D) **A, I**

At Grade 7

4. Experience of dealing with and determining a wide range of planning and other applications (E) **A, I**
5. Preparing reports for committee presentation (E) **A, I**

Skills and Abilities –

At Grade 6: You should be able to demonstrate:

1. Excellent written and verbal communication skills (E) **A, I**

2. Ability to work as part of a team (E) **A, I**
3. Self-motivated and able to work under pressure (E) **A, I**
4. Good organisational and time management skills (E) **A, I**
5. Ability to work under own initiative (E) **A, I**
6. Excellent IT skills with the aptitude for the use and development of computer technology within the workplace (E) **A, I**

At Grade 7: You should be able to demonstrate the above and in addition:

7. Ability to effectively communication, negotiate and influence a wide range of people including members of the public, partners, stakeholders, developers and elected members (E) **A, I**
8. Demonstrate the ability to effectively plan and prioritise a wide variety of tasks and competing demands using own initiative to agreed deadlines with minimum supervision (E) **A, I**
9. Skilled in working as part of a team to achieve common goals and successful outcomes (E) **A, I**
10. Ability to produce reports, instructions and written documents in clear and concise terms (E) **A, I**
11. Ability to review and analyse documents against current standards and procedures (E) **A, I**

Education/Qualifications/Knowledge –

1. Degree and / or postgraduate RTPI recognised qualification in Planning or actively working towards this; alternatively membership of RTPI or demonstrable eligibility for membership (E) **A, C**
2. Detailed knowledge of town planning and associated legislation (E) **A, I**
3. Evidence of continued professional development (E) **A, I**
4. An understanding of local government issues in the service, plus knowledge of the legislative issues being faced (E) **A, I**

Other Requirements –

1. 37 hours per week as required within the needs of the service, attendance outside normal working hours to attend meetings, meet the public or assess a situation (E) **A, I**
2. Full driving licence (E) **A**
3. Demonstrate a willingness to embrace a flexible working culture that applies personally and organisationally (E) **A, I**

Commitment to Equal Opportunities

1. Ability to understand and demonstrate commitment to equality and diversity (E) **A, I**
2. Demonstrate a clear and measurable approach to equality and diversity issues with a personal commitment that is also maintained through policy development and service practice (E) **A, I**

Commitment to Service Delivery/Customer Care

1. Provide evidence of a commitment to public consultation and collaborative working with stakeholders and partners that puts Warrington's stakeholders and public at the heart of service delivery (E) **A, I**

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Methods of Assessment key

A = application form, C = Certificate, E = Exercise, I = Interview, P = presentation, T= Test, AC = assessment centre