

**Tunbridge Wells Borough Council**  
**Person Specification**



**POST TITLE:** Graduate Planning Assistant

**GRADE:** 1

**SERVICE:** Planning Policy

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner	Experience of working in an office environment  Experience of working within a planning team	Application form, interview
<b>QUALIFICATIONS/ TRAINING</b>	Degree in Geography, Environmental Science, Economics or similar	Qualification in Town and Country Planning  Basic knowledge of GIS	Application form, certificates
<b>KNOWLEDGE</b>	Some knowledge of planning legislation and guidance as applicable to Planning Policy	Understanding of the role of a Local Planning Authority	Application form, interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	Excellent computer skills using Microsoft Word, Excel and Powerpoint  Excellent written and verbal (face to face and by phone) communication skills  High level of literacy and numeracy skills  Ability to interpret maps, data and reports with a high degree of accuracy and clear understanding  Ability to write well constructed reports  Ability to work under pressure and produce high quality work to meet deadlines		Application form, interview, practical test

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>DISPOSITION/ ATTITUDE</b>	<p>Approachable, friendly, confident manner</p> <p>Calm under pressure</p> <p>Innovative and willing to share own ideas/solutions</p> <p>Flexible attitude, with the ability to work independently using own initiative and as part of the wider planning team</p> <p>Is enthusiastic and keen to learn and develop new skills and knowledge of planning</p>		Application form, interview
<b>SPECIAL REQUIREMENTS</b>	<p>Interest in planning as a career</p> <p>Physical ability to carry out site inspections, which may be in rural areas</p>		Application form, interview