

Development and Economic Growth

Development Management

Person Specification

Planning Assistant

Post grade: LS 14	Post number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working within a Development Management team or support service in a Local Government Setting dealing with planning related matters.</p> <p>Dealing with a variety of personnel involved in the Development Management process, such as stakeholders, elected councillors and members of the public; face to face, on the telephone or in writing.</p> <p>Preparation of data, reports and letters.</p> <p>Able to deal with detailed and complex administrative processes.</p> <p>Experience of working within a multi-disciplinary team.</p> <p>Able to negotiate and work to/meet deadlines, usually set by external bodies.</p>	At least one year in office environment.
QUALIFICATIONS	<p>Able to demonstrate a high level of literacy, numeracy and accuracy through educational attainment and / or through relevant experience.</p>	HNC in Planning or related topic.

		HND or Diploma in Planning or related topic.
SPECIALIST KNOWLEDGE AND SKILLS	<p>Ability to assimilate knowledge required in a range of areas.</p> <p>Able to communicate with a variety of customers and consultees and explain complex procedures.</p> <p>Basic understanding of plans and drawings of sites and buildings.</p> <p>Able to demonstrate good organisation skills.</p>	Knowledge of Town and Country Planning procedures and related regulations.
IT SKILLS	<p>Confident with Microsoft Windows, including Word, Excel and Outlook</p> <p>Ability to learn new software packages.</p>	<p>Experience with Idox systems including Uniform, DMS or similar planning related systems.</p> <p>Experience with GIS systems.</p>
PERSONAL QUALITIES	<p>Ability to remain calm under pressure.</p> <p>Ability to work as part of a team and also work under minimal supervision.</p> <p>Ability to deal with frequent changes of task and urgency levels and to prioritise workload accordingly.</p>	Able to analyse problems and generate practical solutions within a regulatory/policy framework.
SPECIAL WORKING CONDITIONS	Able to undertake site visits across land, buildings and construction sites.	
OTHER	<p>Full driving or motorbike licence.</p> <p>Access to a vehicle for work purposes.</p>	

PREPARED BY: Andrew Cullen

DESIGNATION: Planning Manager - Development

DATE: January 2026