

PERSON SPECIFICATION

P73 – GIS AND PLANNING POLICY ASSISTANT

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Accuracy with attention to detail	E	1,2,3
Personal Skills	Organised and methodical	E	1
Personal Skills	Proactive approach to learning	E	1,3
Personal Skills	Good time management skills	E	1,3
Personal Skills	Ability to communicate with a range of people on a variety of different levels	E	1,3
Personal Skills	Numerate and literate	E	1,2,3
Personal Skills	Ability to work with minimal supervision	D	1
Knowledge	Competent in the use of computers	E	1,2,3,4
Knowledge	Experience using ArcGIS or other GIS applications	D	1,3
Knowledge	Understanding of file types and interoperability	D	1,3
Knowledge	Experience using Access, Excel and Word	D	1,3
Knowledge	Awareness of the planning system and Local Plan process	D	1,3
Knowledge	Understanding of data used in planning policy (e.g. housing, population, land use)	D	1,3
Knowledge	Experience supporting consultations or working with consultation responses	D	1,3
Attainments/Qualifications	Maths and English Language to GCSE grade C or above, or equivalent	E	1
Customer Care Skills	Experience responding to enquiries from customers over the telephone and in person	D	1,3
Other	Ability to understand and interpret maps and plans	D	1,2,3
Other	Knowledge of database structures	D	1,3

Car Allowance:

This post does not carry a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]