

Recruitment person specification

Post being recruited for: Planning Co-ordinator

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Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<ul style="list-style-type: none"> • Experience working in a planning environment. • Experience within facilities management and construction industry • Experience in being able to support monitoring of safe working practices 	
Knowledge, skills and understanding	<ul style="list-style-type: none"> • Good communications skills, at all levels • Good working knowledge of Microsoft packages, Teams and CAFM System • Sound knowledge of the statutory planning system. • Able to communicate technical information both in writing and orally. • Able to relate well to other professional disciplines and foster strong working relationships. • Good interpersonal skills and able to relate well to customers, community groups and the public. • Able to be flexible, to work to strict deadlines and cope when priorities change. • Able to use initiative to proactively find solution to planning problems 	<ul style="list-style-type: none"> • Undertake continuous improvement culture and able to see them through.
Qualifications and training	<ul style="list-style-type: none"> • Relevant academic qualifications and planning and programme management experience or experience within facilities management industry. 	

Job specific requirements

- Although the post may be exposed to some physical demands, these will predominantly be within the range of normal office-based activities
- Although the post will have responsibility to take care in to the working environment, work activities and dealing with people, this will more than the normal required of a Council employee.

