

**RIBBLE VALLEY BOROUGH COUNCIL
ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT**

PERSON SPECIFICATION

JOB TITLE: Assistant Planning Officer (Temporary for 2 Years)

REF NO: EDP19

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
1. EXPERIENCE	
Experience of working within a planning environment.	D
Previous experience of processing planning applications.	D
Experience of dealing with appeals and inquiries.	D
Experience of dealing with customers face to face and on the telephone.	D
2. QUALIFICATIONS	
Planning degree or equivalent. (The salary level will be dependant on level of qualification. As a rule relevant A levels or similar will be scale 4, relevant degree scale 5 and eligibiltiy for professional membership such as RTPI scale 6)	E (Refer to adjacent box)
Driving licence and access to a vehicle.	E
Good standard of numeracy/literacy.	E
3. SKILLS/KNOWLEDGE	
Excellent written and oral communication skills.	E
Excellent time management skills and the ability to prioritise work.	E
Computer literacy.	E
Report writing experience.	E

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4. PERSONAL QUALITIES	
Self motivated and able to work without close supervision.	E
Flexible and adaptable approach.	E
Ability to work as part of a team.	E