Hartlepool
Borough Council

PERSON SPECIFICATION: Graduate Planning Assistant, Planning and Development

POST REFERENCE: 105781

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
- **Educational/vocational/ occupational qualifications and/or training** - **Specific qualifications (or equivalents)**	Working towards an MPlan in Town Planning (F)(I)	Willingness to undertake relevant training (I)
- **Work or other relevant experience**	Outline knowledge of regeneration and planning related issues (I)(F)	Recent experience in development control (I)(F) Recent experience in a planning related discipline (F)

- **Skills, abilities, knowledge and competencies**	Effective organisational and planning skills (I)(R)(F) Demonstrable communication skills, verbal and written (I)(R)(F) Effective Basic IT Skills (I)(R)	Good understanding of IT issues as they affect Development Management, especially in relation to "Implementing Electronic Government"(I)
- **General competencies**	Able to travel independently around the Borough (F)(I) Able to demonstrate sensitivity and tact in dealing with clients(I)	
ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

Mandatory/Essential Training	Frequency

Department Induction Prevent Training	On commencement of role As required corporately

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.