



Person Specification Planning and Allotment Officer

Essential

- Literate and numerate
- Organised
- Attention to Detail
- Basic Computer Literacy
- Approachable and Respectful

Desirable

- An interest in the working of Local Government
- Understanding of the requirements for creating agendas and producing council minutes – training available
- Commitment to making a positive impact to the town
- Experience of working within local Government and working alongside Councillors
- Minutes Experience – training available
- Knowledge of Planning policies – training available

Skills

- Computer literacy including skills in Microsoft Word and Excel
- Effective communication, both verbally and in writing
- A methodical, accurate approach
- Flexible approach to work
- Ability to work under own initiative without supervision, as part of a team and as an individual
- Enthusiastic, flexible and willing to participate and to be involved in all matters relating to the Council's work
- Ability to adapt to change
- Planning, prioritising, scheduling workloads and delivering to pre-determined timescales
- Self-confident
- Self-motivated
- A smart appearance and a positive, calm, patient, pleasant, tactful, and discreet nature
- Ability to understand and implement procedures and orders