



Person Specification

make the right move - join us



St. Helens Council

Job Title: Planning Assistant (Policy)

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Knowledge of Town Planning legislation, guidance and procedures.	E	Application/Interview/ Presentation
Wider appreciation of Local Government procedures, processes and organisation.	D	Application/Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Excellent interpersonal and written and verbal communication skills.	E	Application/Interview/ Presentation
Negotiation Skills	E	Application/Interview
Ability to analyse, interpret and make judgements	E	Application/Interview
Ability to work independently	E	Application/Interview
Team Player	E	Application/Interview
Ability to work to tight deadlines and prioritise	E	Application/Interview
Proficient IT skills	E	Application/Interview
Experience	E = Essential D = Desirable	Identified by
Experience of working in a Planning Department	D	Application/Interview/
Experience in a Metropolitan Area or equivalent	D	Application/Interview
Qualifications	E = Essential D = Desirable	Identified by
GCSE/A Level or equivalent	E	Application
Qualification in planning or planning related discipline	D	Application
Other Circumstances	E = Essential D = Desirable	Identified by
Valid driving license	E	Application
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Application/Interview