

## **JOB SPECIFICATION**

DEPARTMENT: Town Planning and Building Control

JOB TITLE: Town Planning Assistant

RESPONSIBLE TO: Deputy Town Planner

### **JOB PROFILE**

To assist the Town Planner and Deputy Town Planner with all planning and related work covering the full range of development control and planning policy functions.

The main duties and functions of the post are:

- To assist in dealing with all types of planning applications, appeals and enforcement work.
- Site inspections and meetings on applications, appeals, enforcement matters and other related planning matters.
- To provide advice on planning matters to the general public, professionals and other Government departments and agencies.
- To assist in the preparation of reports for consideration by the Development and Planning Commission, other committees and Ministers.
- To assist in the formulation and drafting of planning policy.
- To assist in the collation and analysis of statistic data.
- To assist in the administration of other control regimes that are the responsibility of the division.
- Liaison with other Government departments, Agencies and Organisations, and attendance at meetings, as required.
- To assist in the maintenance and development of the Division's computerised systems including its Geographical Information System.

- General administrative duties.
- To generally provide assistance and support to the Town Planner and Deputy Town Planner in all planning and related work.

**PERSON SPECIFICATION - PROFESSIONAL AND TECHNOLOGY OFFICER  
(PTO) (TOWN PLANNING ASSISTANT)**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<ol style="list-style-type: none"> <li>1. Degree in Town and Country Planning or a closely related qualification.</li> <li>2. In addition to the abovementioned qualification requirements, all candidates must have at least 4 years; but preferably 5 years recognized training (e.g. Indentured Apprenticeship, Technician Training) and experience which may include up to 3 years relevant full-time study.</li> <li>3. Candidates are expected to satisfy the abovementioned requirements but lack of formal qualifications may not be a barrier to promotion except when there is:- <ul style="list-style-type: none"> <li>o A legal requirement (or in certain circumstances a quasi-legal requirement) or;</li> <li>o An essential pre-requisite to the effective performance of the job</li> </ul> </li> <li>4. Candidates who do not meet the abovementioned requirements but have served an Indentured Apprenticeship and can satisfy the Public Service Commission that they have an aggregate of at least 7 years' experience in the relevant discipline are also eligible to apply for promotion to the PTO grade.</li> </ol>	Chartered Member of RTPI or working towards membership
Experience:	Must be fully conversant with development control and/or planning policy work.	Experience in presenting in public. Experience of working with GIS.

Knowledge:	Sound knowledge of Town Planning law and relevant European Directives and law.	
Key Skills & Behaviours:	<p>Computer literacy in dealing with standard MS Word, data processing, databases and spreadsheets.</p> <p>Have good communication skills, both verbal and written.</p> <p>Clear accurate and concise report writing.</p> <p>Have good analytical skills and be able to take sound decisions.</p> <p>Ability to approach a wide range of problems and develop creative and innovative solutions.</p> <p>Have good organisational skills.</p> <p>Able to work well in a team environment, on own initiative and on occasions without close supervision.</p> <p>Able to be discreet, professional and have a respectful manner at all times.</p> <p>Able to follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Possess logical thought of action.</p>	<p>Computer literacy in GIS, desktop publishing and wider understanding of computer networks.</p>
Other requirements:		Available to work on occasions, as required, after normal working hours. Clean Driving Licence.