

JOB SPECIFICATION

DEPARTMENT:	Town Planning and Building Control
POST:	Professional & Technical Officer (Town Planning Assistant)
RESPONSIBLE TO:	Deputy Town Planner

The main functions of the post are: -

To assist the Town Planner and Deputy Town Planner with all planning and related work covering the full range of development management 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 statistical data.
- To assist in the administration of other control regimes that are the responsibility of the Town Planning section.
- Liaison with other Government departments, agencies and organisations and attendance at meetings, as required.
- To assist in the maintenance and development of the Town Planning section'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 to work.
- Any other duty appropriate to the post, which may be required by the Head of Department or his representative.

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	Degree in Town Planning.	Chartered Member of RTPI or working towards membership.
Experience:	Minimum of at least 3 years' experience working in the field of Town Planning. Must be fully conversant with development management and/or planning policy work.	Presenting in public. Working with GIS.
Knowledge:	Sound knowledge of Town Planning law and relevant international law.	
Key Skills and 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>	Computer literacy in GIS, desktop publishing and wider understanding of computer networks
Other Requirements:		Available to work on occasions, as required, after normal working hours. Clean Driving License.