

# DIDCOT TOWN COUNCIL



## PERSON SPECIFICATION

### Planning and Environment Officer

#### Essential skills

- At least 2 years relevant experience in administration and project management.
- Computer literacy including skills in Microsoft Word, Access, Excel, and Adobe Acrobat
- Ability to communicate effectively both verbally and in writing
- A methodical, accurate approach
- Ability to write about complex matters concisely in plain language
- Ability to prioritise, schedule workloads and deliver to pre-determined timescales
- Flexible approach to work and available to attend evening meetings as necessary (Primarily Monday and Wednesday evenings)
- Ability to work under own initiative without supervision and also as part of a team
- Enthusiastic, flexible and willing to participate and be involved in all matters relating to the Council's work
- Ability to adapt to change
- Public speaking and presentation skills
- Self-confident and self-motivated
- Ability to understand and implement procedures and orders

#### Desirable skills

- A relevant professional qualification – or the ability to work towards a qualification.
- Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government
- Contract procurement and Monitoring (public sector)
- Awareness of working to a defined budget – and reporting progress at relevant intervals
- Knowledge of statutory responsibilities of Local Councils
- A working knowledge of local government, including current major issues
- Ability to work towards the Certificate in Local Council Administration (CiLCA) or Certificate of Higher Education in Community Governance.
- A successful track record in working within a political environment