

Person Specification

JOB TITLE: Compliance Officer **POST NO:** 002946/002945/005047
GRADE: 9 **DEPARTMENT:** Place & Economy
HOURS: Full Time
DIVISION: Development & Construction **EXECUTIVE DIRECTOR:** Steve Cox
DATE: June 2019 **COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE		<ul style="list-style-type: none"> Planning legislation, the development industry, and the magistrate judicial system. and regulation in other related areas (A/I)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Effective delivery of performance in line with local and national targets (A/I) Delivering high qualities services to both internal and external customers (A/I) Effective verbal and written communication skills including explaining technical/factual issues, systematically record observations and produce clear and concise reports (A/I) Ability to prioritise workloads and meet strict deadlines (W) Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I) 	<ul style="list-style-type: none"> EDRMS/GIS systems use (A/I)
EXPERIENCE	<ul style="list-style-type: none"> At least 3 years office based of which one has involved a quasi judicial regulatory process involving the collection and presentation of evidence. 	<ul style="list-style-type: none"> At least one year working in a planning department either as an enforcement officer/technician or as a planning officer.
QUALIFICATIONS	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> GCE 'A' level or equivalent standard of education.
	<ul style="list-style-type: none"> Full driving licence (D) Vehicle available for work (I) 	<ul style="list-style-type: none">