

# PETERBOROUGH



## Person Specification

**JOB TITLE:** Technical Services Advisor

**POST NO:** 002936 / 007690 / 007691

**GRADE:** 6

**DEPARTMENT:** Growth and Regeneration

**HOURS:** 37

**DIVISION:** Planning and Building Control

**DIRECTOR:** Simon Machen

**DATE:** March 2017

**COMPLETED BY:** Nick Harding

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"><li>A basic understanding of planning, building control and local government (A/I)</li></ul>	<ul style="list-style-type: none"><li>Current relevant planning and building control regulations and legislation (A/I)</li><li>Relevant areas of information technology and software packages (A/I)</li></ul>
<b>SKILLS &amp; ABILITIES:</b>	<ul style="list-style-type: none"><li>Effective delivery of performance in line with local and national targets (A/I)</li><li>Delivery of high quality services to both internal and external customers (A/I)</li><li>Effective verbal and written communication skills (A/I/P)</li><li>Ability to prioritise workloads and meet strict deadlines (W)</li><li>Ability to work on own initiative</li><li>Flexibility to work across different disciplines</li><li>Accurate and fast keyboard skills (A/I)</li><li>Ability to read maps and plans (A/I)</li><li>Broad range of IT skills (A/I)</li></ul>	<ul style="list-style-type: none"><li>Ability to create ideas and implement new ways of promoting the service (A/I)</li><li>Conversant with Microsoft Office, Google, and EDRMS/GIS systems and Planning and Building control systems (i.e. Uniform Idox) (A/I)</li></ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"><li>2 Years relevant office experience (A/I)</li></ul>	<ul style="list-style-type: none"><li>Experience of providing technical support to planning and building control environment (A/I)</li></ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>GCSE in Maths and English grade A to C or equivalent (A)</li></ul>	<ul style="list-style-type: none"><li>Additional qualification or expertise in relevant area (A/I)</li></ul>
<b>PERSONAL CIRCUMSTANCES:</b>		<ul style="list-style-type: none"><li>Full driving licence (A)</li></ul>
<b>EQUALITY:</b>	<ul style="list-style-type: none"><li>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A/I)</li></ul>	
<b>CUSTOMER CARE:</b>	<ul style="list-style-type: none"><li>Knowledge and understanding of effective customer care (A/I)</li></ul>	

	<ul style="list-style-type: none"> <li>Dealing with a broad range of challenging customer requirements,</li> </ul>	
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*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(A/I) Application / Interview, (P) Presentation, (W) Written Test.]*