

Abbots Langley Parish Council

Person Specification - Planning & Highways Administrative Officer



Category	Essential Attributes	Desirable Attributes	Method of Assessment
Educational, Professional Qualifications & Training	<ul style="list-style-type: none"> Relevant NVQ2/GCSE including English and Maths grade C or equivalent qualification or experience. Previous experience in or working towards a degree / qualification in local planning, surveying or land registry. 	<ul style="list-style-type: none"> A levels or degree level qualification. Qualification in a specialism relevant to Planning or Development Management Certificate in Local Council Administration (CiLCA) 	<ul style="list-style-type: none"> Application Form
Personal Aptitude	<ul style="list-style-type: none"> Working hours (15 hrs) to be agreed on a fixed pattern, but some flexibility required to cover workload peaks and office staffing. Able to work under pressure and meet strict (sometimes statutory) deadlines. High attention to detail. Ability to attend evening meetings. 	<ul style="list-style-type: none"> Willingness to undertake relevant training to ensure currency with relevant legislation Able to develop the post in line with changing circumstances 	<ul style="list-style-type: none"> Application Form and Interview Questions
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Experience in MS365 Office packages, including spreadsheets. Experience of agenda preparation and minute taking. Evidence of ability to prioritise work, set targets and achieve positive outcomes. As well as the ability to organise and manage resources effectively. Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, 	<ul style="list-style-type: none"> High level MS Excel skills. Practical experience of supporting committees. Knowledge of local council legislation. Previous experience working in a role relevant to planning. Understanding of planning legislation. Up to date knowledge of national and local planning policy. 	<ul style="list-style-type: none"> Application Form and Interview Questions

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	<p>staff, members of the public and external agencies. Including online and through social media.</p> <ul style="list-style-type: none"> • Understanding of the various social media platforms and their uses for specific communication types. • Excellent interpersonal skills. Ability to deal with difficult or angry people in a professional manner. 	<ul style="list-style-type: none"> • Evidence of successful partnership working. 	
Meetings and Administration	<ul style="list-style-type: none"> • The post holder will be required to attend Planning & Highways Committee meetings in the evening as part of their normal working hours. Meetings held approximately every 3 weeks. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Application Form and Interview Questions

[https://alpcouncil-my.sharepoint.com/personal/isabel_montesdeoca_abbotslangley-pc_gov_uk/documents/hr/recruitment/planning & highways administrative officer jan 2022/alpc-planning-&-highways-administrative-officer-person-spec-v2.1-20220428-final.docx](https://alpcouncil-my.sharepoint.com/personal/isabel_montesdeoca_abbotslangley-pc_gov_uk/documents/hr/recruitment/planning%20&%20highways%20administrative%20officer%20jan%202022/alpc-planning-&-highways-administrative-officer-person-spec-v2.1-20220428-final.docx)