

**RIBBLE VALLEY BOROUGH COUNCIL
ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT**

PERSON SPECIFICATION

**JOB TITLE: Assistant Planning Officer
REFERENCE NO: EDP13**

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
1. EXPERIENCE	
Experience of working within a planning or property environment.	E
Previous experience of Forward Planning and Planning Policy work.	D
Experience of dealing with land-use enquiries.	D
2. QUALIFICATIONS	
Driving licence and access to a vehicle.	E
<p>Planning or other relevant degree or equivalent.</p> <p>NB: Salary level dependent on level of qualification. As a rule relevant A levels or similar will be Scale 4, relevant degree Scale 5 and eligibility for professional membership such as RTPI Scale 6.</p> <p>Scale 4 (scp7-11) £19,554 - £21,166 per annum Scale 5 (scp12-17) £21,589 - £23,836 per annum Scale 6 (scp18-22) £24,313 – £26,317 per annum</p>	D
3. SKILLS/KNOWLEDGE	
Excellent written and oral communication skills.	E
Excellent time management skills and the ability to prioritise work.	E

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3. SKILLS/KNOWLEDGE	
Computer literacy.	E
Report writing experience.	E
4. PERSONAL QUALITIES	
Self motivated and able to work without close supervision.	E
Flexible and adaptable approach.	E
Ability to work as part of a team.	E