



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Assistant Planning Officer (Policy and Review)

Department/Division: Planning Division

Accountable to: Head of Planning

Criteria	E/D
1. Knowledge and experience <ul style="list-style-type: none"> ▪ Educated to degree level (or equivalent); ▪ Excellent IT (including MS Excel and Word) and numeracy skills; ▪ Demonstrable previous administrative experience, preferably in an HE environment; ▪ Note taking experience; ▪ Strong attention to detail; ▪ Preparation of minutes, reports, papers and briefing materials; ▪ Experience of maintaining website content. 	E E E E E D D
2. Planning and organising <ul style="list-style-type: none"> ▪ Ability to plan and organise own workload and consistently meet deadlines, often under pressure; ▪ Ability to monitor progress against objectives and agreed actions. 	E E
3. Initiative and problem solving <ul style="list-style-type: none"> ▪ Ability to research and evaluate options to resolve problems; ▪ Ability to establish and develop effective procedures / systems and formulate new ways of working. 	E D
4. Service delivery <ul style="list-style-type: none"> ▪ Ability to contribute to and provide proactive support of colleagues, departments, project groups and committees; ▪ Previous experience of interpreting data for different audiences; ▪ Previous experience in providing information and advice. 	E E D
5. Teamwork and motivation <ul style="list-style-type: none"> ▪ Ability to work as part of a team; ▪ Flexible and willing to be involved in a variety of ad-hoc projects not specifically referred to in job description. 	E E
6. Communication <ul style="list-style-type: none"> ▪ Excellent communication skills (written and oral); ▪ Ability to relate to and work with more senior staff; ▪ Ability to disseminate and follow-up on relevant information, decisions and recommendations as appropriate. 	E E E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.