**Person Specification**

**Title: Planner**

**Department: Housing**

**Section: Business Development & Efficiency Manager / (BBML)**

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|  | | **Essential** | **Desirable** |
| ***Please number each item within each section and order in level of importance.*** | | *🗸 Tick as appropriate* | |
| **Qualifications & Training**  The qualifications and/or training required to undertake the role. | | | |
| 1. | A good level of academic achievement to date, ie 4 GCSE Grades C and above, including English and Maths; and/or A Levels and/or relevant Level 2 Apprenticeship |  | **🗸** |
| 2. | Willing to undertake training appropriate for the job role | **🗸** |  |
|  |  |  |  |
| Achievement & Experience The level of experience/achievement required the post holder will have undertaken of the item specified. | | | |
| 1. | Minimum of 2 years’ experience working in an office /administration environment |  | **🗸** |
| **Knowledge**  The knowledge and level of understanding the post holder must have of the item specified. | | | |  |
| 1. | General knowledge of the building trade |  | **🗸** |
| 2. | Knowledge of health and safety issues |  | **🗸** |
| 3. | Knowledge of Advanced DRS and Northgate systems |  | **🗸** |
| 4. | Knowledge of all Microsoft Office applications | **🗸** |  |
| **Qualities, Attitude & Skills**  The level of skill is required to undertake the item specified. | | | |  |
| 1. | Good timekeeping at work | **🗸** |  |
| 2. | Self-motivated person who can work on their own but will also compliment a team approach | **🗸** |  |
| 3. | Polite and Courteous | **🗸** |  |
| 4. | Ability to cope with multitasking and meeting tight deadlines | **🗸** |  |
| 5. | Ability to have a flexible approach to achieving Results | **🗸** |  |
| 6. | Ability to provide excellent customer care | **🗸** |  |
| 7. | Excellent organizational skills | **🗸** |  |
| 8. | Ability to work in the Office and remotely via MS Teams on personal WI-FI | **🗸** |  |