

Job Profile

Job Title: Planning Data and Digital Officer

Grade: H

Reporting to: Planning Data and Technical Support Manager

Responsible for: N/A

Experience:

- Experience in data led business analysis and service improvement projects, including the development of dashboards and reports to support decision-making.
- Proficiency in Microsoft Office and Power BI or similar data analysis tools
- Good organisation skills with an ability to manage conflicting priorities and meet deadlines.
- Good attention to detail and accuracy in processing documentation and maintaining records

Desirable:

- Knowledge of Uniform and Idox
- Knowledge of planning and building control process in local government
- Knowledge of digital planning and planning data standards

Specialist Knowledge:

- Ability to update planning service data using digital tools.
- Ability to use GIS data for use in connection with planning
- Working with multiple sets of data information systems
- Ability to work with teams across the organisation to understand future data requirements
- Ability to create Power BI dashboards from varied and complex datasets
- Ability to interpret, manage and organise large volumes of data.
- Effective written and oral communication skills and the ability to effectively communicate with a range of stakeholders.
- Good understanding of the data and information needs of local government and key stakeholders.
- A good understanding of GDPR legislation and best practice in relation to information sharing.
- Understanding of the importance of data quality and making sure data is fit for purpose.
- Awareness of the need to translate technical concepts into non-technical language
- Understanding or usage of SQL.
- You should be able to confidently use at least one-piece of specialist software or system relevant to your role; with a basic knowledge of coding and programming for data and analytics

Qualifications:

- Relevant qualifications equivalent to degree level or higher in Geography, Computer Science, Data Management/Data Analysis or a related subject OR
- Minimum of 5 years demonstrable experience in a similar role in local government of data analysis and GIS

Desirable:

- Specialist qualifications / experience in GIS systems, particularly ESRI products
- Specialist qualifications / experience in data visualisation tools
- Portfolio of work demonstrating competence in GIS and data creation, processing or visualisation

This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.

Special Circumstances:

- Very occasional attendance at evening meetings may be required
- Occasional attendance at meetings away from the Civic Centre

Key activities:

- Use data to support decision making and solve problems across different parts of the council. The job requires a data-driven mindset and a willingness to learn about data methods and tools; exploring new ways of using data to create value and innovation for the Council and its stakeholders.
- You will be responsible for collecting, processing, analysing, and presenting data from different sources and formats and translating it into digital formats. This will involve improving data quality of existing data sets.
- Collaborate with Planning Services' managers and the GIS & mapping officer to ensure data preparation aligns with established standards and specifications, thereby supporting accurate and reliable planning information.
- To create digital data analysis dashboards for planning and building using the Uniform data
- You will apply appropriate techniques and tools to manipulate, visualise, and interpret data, and communicate your findings and insights in clear and concise dashboards, reports, and presentations.
- Act as a key digital data resource, responding to and resolving internal and external data queries and requests. This includes undertaking research and gathering data from numerous sources, analysing data and preparing reports/visual representations using graphics, diagrams and maps.
- Design, develop and adapt information systems and datasets relevant to the services digital approach and the Open Digital Planning Programme or subsequent government programmes.
- Collaborate with team members to identify data needs and improve data collection processes.
- Prepare data to meet planning Data Standards Specifications, ensuring that data used in planning processes adheres to required quality standards and work the Government Open Data Standards Community Group, where appropriate
- Collaborate with the MHCLG Planning Data Community as appropriate to progress Digital Planning.
- Undertake the training and upskilling of Planning Services officers staff in data skills and best practice to improve and develop their knowledge and understanding.
- At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- Keep up to date with emerging developments in data analysis, visualisation insights and performance metrics.
- Support the GIS and mapping officer by providing GIS based data to Planning Services, ensuring GIS data is updated and maintained.

