

Job Description

Job Title	Assistant Digital and Data Planning Officer
Directorate	City Development
Service Area	Planning and Building Control
Grade	6
Competency Level	1
Salary	£36,581-£41,177
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To assist with digital planning across the service by improving access to open data, streamlining planning processes and creating a modern, customer focussed, business friendly planning service. A delivery led role driving projects to meet City Plan priorities.



Directly Responsible For:

There are no direct reports, however the role holder is expected to support the training and development of other team members.

Directly Responsible To:

Office Manager

Main Areas of Responsibility:

- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme
- To drive forward the digital agenda for the Planning Service to provide more streamlined, cost effective service
- To support the Local Plan and the continuing development of an online digital plan
- To assist with production of a digital strategy for the service to feed into the Corporate strategy, to enable it to become a first class planning service
- To assist with projects to meet the City Plan priorities through the provision of support to all areas of the service
- To improve the user experience of the Council's planning service by making planning information easier to find and understand
- To harness digital technology to make it easier to access planning information and improve processes for the compilation of data to inform planning decisions
- To assist in the design of a modern digital planning service by reading and researching best practice and utilising tools for digital engagement
- To support decision-making by making greater use of data and digital technology

- To support the local planning authority to use digital tools to support the service and build a network by collaborating with other local authorities and other stakeholders
- To manage the GIS function across the service ensuring all versions are always updated and at the latest versions
- To ensure that GIS and mapping systems function across all areas including any software systems within the service
- To work closely with the Digital Service team to ensure the service is at the forefront of developments and improvements
- Assist with the identification, investigation, analysis and resolution of complex problems related to GIS systems and services
- To build resilience of team by providing training in GIS and data management
- The assessing, determination and processing of planning applications including: the carrying out of all necessary consultations and negotiations; the preparation of recommendations and reports with specific emphasis on those applications using digital keywords e.g. telecommunications apps, digital advertisement boards, InLink structures etc
- To operate in accordance with objectives, targets and timescales required undertaking duties in accordance with regard to qualifications and experience.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- Support and promote a culture of continual professional development of all staff at each level
- To actively participate in the promotion, marketing and image build the Service by way of presentations, written and visual material and any other appropriate means. To attend meetings, presentations, exhibitions etc when required as a representative for the Service

Supervision and Management Responsibility:

This role has no line management responsibility; however the role holder is expected to support team colleagues and their workload.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

This role may involve long periods of sitting.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree/diploma or equivalent in Town Planning/Geography/ICT or related discipline or proven relevant experience in a technical office (A)

Desirable

- Recognised project management qualification or significant vocational experience in managing and delivering projects within an organisation
- Recognised qualification or significant experience in ICT service delivery and/or application management

Experience

Essential

- Experience of working with Geodata/GIS technologies including desktop and web-based GIS tools (A/I)
- Producing statistical information and monitoring workloads and producing performance management reports (A/I)
- Proven experience of using mapping/GIS based IT systems (A/I)
- Experience in digital transformation (A/I)

Desirable

- Significant experience in data input and interpretation of data

Skills/Abilities

Essential

- Excellent communication skills both verbal and written (A/I)
- Excellent ICT skills (A/I)
- Ability to work under pressure and to tight deadlines (A/I)
- Ability to develop solutions to improve productivity (A/I)
- Ability to work as part of a team (A/I)

Desirable

- Ability to assess plans/applications for fees and validation
- Ability to informally train and mentor less experienced staff
- Proven problem-solving experience

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council