

Job Description

Job Title	Planning Geographical Information Systems Officer
Directorate	City Development
Service Area	Planning & Building Control
Grade	6
Competency Level	1
Salary	£35,412 - £39,152
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No.	A10173

Job Purpose

To be responsible for the effective management and efficient use of Geographical Information Systems (GIS) datasets for the Planning and Building Control Service.

Directly Responsible For:

Not applicable

Directly Responsible To:

Office Manager

Main Areas of Responsibility:

- To manage and maintain the GIS datasets necessary for an effective and efficient operation of a Local Planning Authority and Building Control body
- To manage and maintain the GIS datasets required in Land Charges, Building Control and Planning back-office databases
- To manage and maintain the GIS datasets required in supplementary databases used to manage for example TPOs, BNG and s106 agreements
- To liaise with database suppliers to ensure early resolution of issues with GIS datasets to ensure effective operations including accurate spatial searches and regular updates to base maps and their associated gazetteers
- To liaise with LCC's corporate ICT and GIS staff to ensure best practice is adopted regarding GIS datasets
- To manage and maintain the GIS datasets required to produce and review the local plan
- To manage and maintain GIS datasets required to produce new planning policies, supplementary planning documents and the like
- To manage and maintain GIS datasets required to monitor the implementation of the local plan, planning policies, supplementary planning documents and the like
- To share and receive data effectively across City Development and other Council services together with external bodies such as the LCR CA
- To share data effectively to support project delivery and any accelerated delivery vehicles in their work
- To present data to support project delivery in a variety of easily digestible, accurate and accessible formats

- Undertake spatial analysis of data to support project delivery
- Provide training and support to colleagues in the use of GIS and data management and through this ensure that there is resilience and cover in the absence of the post holder
- To document how data is stored, managed and updated to build resilience and support business continuity
- Take all necessary steps to ensure that the provisions of the General Data Protection Act and related legislation are observed together with copyright legislation
- To engage with the government's Open Digital Planning initiative and digital planning reforms
- To ensure that data is shared and utilised effectively and appropriately in decision making
- To work with the Digital and Data Planning Officer and the Assistant Digital and Data Planning Officer in delivering the above duties in the most effective way

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing 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, DV, residents and communities

Physical Demands of the Job:

- The post will include sitting for long periods of time

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 commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and 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.

Person Specification

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

Qualification and training

Essential

- Educated to degree level or with relevant experience (A/I)

Desirable

- Further qualification or training in GIS

Experience

Essential

- Extensive experience of working with GIS datasets and software (A/I)

Desirable

- Experience of using QGIS and Idox Cloud (Tascomi)
- Experience of working in a customer focussed environment
- Experience of acting as systems administrator



Skills/Abilities

Essential

- To communicate and present technical detail in a format that is understood by different audiences including those with no technical knowledge (A/I)
- Natural flare for technical innovation (A/I)
- Good analytical skills (A/I)
- Ability to identify problems and solve problems, initiate action, work to a deadline and monitor results (A/I)
- Ability to communicate effectively both in writing and orally (A/I)
- Good interpersonal skills (A/I)
- Strong project management skills (A/I)
- Excellent ICT skills (A/I)

Commitment

Essential

- Totally focused on service delivery and customer needs and aspirations (A/I)
- Supporting new and emerging business opportunities, delivering solutions that increase efficiency or reduce costs (A/I)
- Ownership of problems (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Improving the levels of service to all customers
- To generate and /or recognise ideas of value in driving business improvement



- Working as one team sharing ideas, knowledge and resources, shared
- understanding and mutual trust