

Planning / Public Protection	
<b>Job Description</b>	
<b>Business Systems Co-ordinator - GIS/Database Management (12 month fixed term contract)</b>	
Grade LS12	Post Number: TBC
<b>Responsible to</b>	Head of Planning
<b>Responsible for</b>	No direct reports
<b>Job Objective</b>	<p>System administrator of the IDOX Uniform system supporting the Planning and Public Protection Teams. This will include being responsible for, maintaining and developing the software and business systems to support the delivery of high quality, efficient and effective services within these departments and the wider organisation.</p> <p>To maintain and develop the GIS data for the Planning team, including the mapping of constraints and geospatial analysis.</p>
<b>Main duties and responsibilities</b>	<p>To take ownership of the current ICT systems within the Planning and Public Protection services which include IDOX Uniform, Enterprise, DMS and GIS systems.</p> <p>To update, develop and maintain GIS data within the Planning and Public Protection services.</p> <p>To aid in the scheduled upgrade of our IDOX Uniform Mapping system to a web-based system.</p> <p>To use technical skills to specifically develop and enhance systems to ensure high quality effective and efficient systems to meet business needs.</p> <p>To ensure the ICT systems are up to date, upgrades completed and are being used to their full potential in line with business needs.</p> <p>To build SQL scripts to extract data from different database technologies (Oracle) and build PowerBI / ArcGIS operations dashboards.</p> <p>Training of staff (in various areas) on ways of using any new and current systems.</p> <p>To provide technical support to users of IDOX.</p> <p>To ensure appropriate systems access is granted to users and maintained for leavers and joiners.</p> <p>Performing regular system audits to ensure the correct system access rights are in place, systems are secure with all appropriate safeguards in place.</p> <p>Attend internal and external working groups and undertake training as and when required.</p> <p>To undertake such other duties as may become necessary from time to time within the general nature and grading of the post as directed by the Head of Planning.</p>

PREPARED BY: Helen Knott

DESIGNATION: Head of Planning

DATE: February 2025