

Planning / Public Protection	
Person Specification	
Business Systems Co-ordinator (GIS/Database Management) (12 month fixed term contract)	
Post number: TBC	Post grade: LS 12

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Using technical skills to maintain, develop and enhance software systems.</p> <p>Querying databases to produce a variety of reports which can include detailed or large amounts of information.</p> <p>Task management and working under pressure.</p> <p>Creating geospatial data sets and maps</p>	<p>Experience of working with IDOX Uniform including the setting up of templates and reports</p> <p>Experience of working within the software Arc GIS (Esri)</p> <p>Experience of Local Authority business planning & performance reporting mechanisms.</p> <p>Collaborating positively with officers at all levels of the organisation.</p> <p>Experience of developing data intelligence or performance measures to improve service delivery</p>	<p>Application form</p> <p>Interview</p>
QUALIFICATIONS	None	Educated to degree level standard in an appropriate subject or equivalent	<p>Application form</p> <p>Certificates</p>
SPECIALIST KNOWLEDGE/ SKILLS	<p>Experience of how GIS and data can integrate with various IT and Digital systems</p> <p>Use of Microsoft packages</p>	<p>Experience of using Uniform/IDOX and Electronic Document and Records Management system</p> <p>Experience of using ArcGIS</p>	<p>Application form</p> <p>Interview</p>

	<p>Interact comfortably with system/ ICT /technical staff and colleagues internally and externally, interpreting technical language and terminology.</p> <p>Effective written and communication skills</p> <p>Good negotiation skills</p> <p>Ability to thoroughly understand and learn a wide variety of IT systems including Microsoft Packages, bespoke systems and databases.</p> <p>Understanding of Information technology and how it integrates with geo-spatial data.</p> <p>Data management skills – working with databases</p>	<p>Experience of setting up Power BI dashboards</p> <p>Understanding of Local Authority Planning and/or Environmental Health monitoring requirements</p> <p>A strong understanding of the concepts behind data management in a local, regional and national environment.</p>	
<p>PERSONAL CHARACTERISTICS</p>	<p>Ability to communicate effectively (verbal and written) objectively and persuasively where necessary</p> <p>Strongly motivated with ability to work well under pressure and balance priorities</p> <p>Interpersonal skills, establishing positive relationships with staff at all levels, explaining technical processes in an easy-to-understand manner.</p> <p>Able to liaise and negotiate with external organisations</p>		<p>Interview</p>

	Working under own initiative Highly numerate, logical and methodical.		
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PREPARED BY: Helen Knott

DESIGNATION: Head of Planning

DATE: February 2025