

SUSTAINABILITY INFORMATION ANALYST (NATURE TOWNS & CITIES)

Reference No:	A5744		
Service:	Planning Services		
Job Family:	Planning, Property and Assessors	Grade:	FC7

Purpose

To undertake and disseminate sustainability spatial and non-spatial information, research and analysis in relation to:

- Transforming Fife's Greenspace project
- Wider nature, climate and other requirements to support this work

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Preparing and delivering spatial and non-spatial analysis using Geographic Information Systems and related tools

Co-ordinating, managing, modelling, monitoring, commissioning and disseminating spatial and non-spatial research, information and analysis

Analysing, evaluating and reporting on complex and large datasets.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

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D

Educated to SCQF level 9, which includes a Degree or equivalent in relevant discipline

✓

Knowledge of statutory and non-statutory services

✓

Research skills

✓

Organisational skills

✓

Analytical skills

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing and maintaining information management systems including storage, access and data protection, and that allow analysis, sharing and communication of information with partners	Experience of high level analysis of key statistical information		✓
Preparing and contribute to reports, publications and statistical information	Knowledge of IT systems relating to database/spatial data management	✓	
Liaising with internal and external agencies	Presentation skills	✓	
	Attention to detail skills	✓	
	Communication skills	✓	
Ensuring that activities for which the post holder has responsibility are carried out in accordance with the Council's financial policies and procedures.	Networking skills	✓	
	Team working skills	✓	
	Time management skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
• Skills Framework (if applicable) • How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

Version: 1.4

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