



Role Profile

PLANNING INFORMATION OFFICER

Reference No.	A4361	Type	Individual
Service	Economy, Planning and Employability		
Job Family	Professional 1	Grade	FC7

Purpose

To undertake and disseminate land use research, information and analysis.

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

Co-ordinating, monitoring, commissioning and disseminating research, information and analysis including GIS, retail, demographic, housing and employment land use information for policy work for the Service, Council wide and in support of city region working.

Preparing and delivering survey work and related research and information, including delivering statutory and non-statutory land use information in support of Development Plan, policy and regeneration work and city region working and to support business expansion and industrial/business sectors.

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 8, which includes HND or Advanced Highers or equivalent in relevant discipline e.g. Planning, Geography

✓

Knowledge of statutory and non-statutory services/audits eg Housing Land Audit, Employment Land Audit, Vacant and Derelict Land Audit (Deliver results - See 'How We Work Matters' Framework)

✓

Research skills

✓

Organisational skills

✓

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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
Analysing, evaluating and reporting on complex and large datasets.	Analytical skills	✓	
	Experience of high level analysis of key statistical information		✓
Developing and maintaining computer systems.	Knowledge of IT systems relating to database/spatial data management (Embrace technology and information)	✓	
Preparing reports, publications and statistical information.	Presentation skills	✓	
	Attention to detail skills	✓	
Liaising with internal and external agencies.	Communication skills (Focus on customers)	✓	
	Networking skills	✓	
Assisting with the organisation and delivery of the annual "House Builders Forum"	Team working skills (Work together)	✓	
Ensuring that activities for which the post holder has responsibility are carried out in accordance with the Council's financial policies and procedures.	Time management skills (Take ownership)	✓	
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				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results