

**Planning / Public Protection**

**Person Specification**

**Business Systems Co-ordinator (GIS/Database Management)  
(Permanent)**

**Post number: TBC**

**Post grade: LS 12**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EXPERIENCE</b>	<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 &amp; 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>
<b>QUALIFICATIONS</b>	None	Educated to degree level standard in an appropriate subject or equivalent	<p>Application form</p> <p>Certificates</p>
<b>SPECIALIST KNOWLEDGE/ SKILLS</b>	<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>

OFFICIAL

	<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><b>PERSONAL CHARACTERISTICS</b></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>

OFFICIAL

	Working under own initiative Highly numerate, logical and methodical.		
--	--	--	--

PREPARED BY: Shaza Brannon

DESIGNATION: Assistant Director of Planning

DATE: May 2026