

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	CEX – Chief Executives
Division	Planning and Economic Development
Post No & Job Title:	P73 GIS and Planning Policy Assistant
Grade:	5
Responsible to:	GIS Officer
Responsible for:	No responsibility for employees
Main purpose of the job	To assist the GIS Officer in the delivery of a GIS function for the department and authority and to support the Planning Policy team in the preparation, monitoring and review of the Local Plan and associated planning policy documents.

Main Duties and Responsibilities:

1. To assist in the development and maintenance of the Authority's GIS, including software and documentation.
2. To assist in the obtaining, creating, analysis and maintenance of geographic and associated data.
3. To assist in ensuring mapping is produced to a high standard within the council and for policies and strategies, and with the production of maps and plans.
4. To assist in the collation and publication of geographic and related data in line with relevant national initiatives.
5. To act as a point of contact for GIS matters, assisting in supporting users and the creation of new working practices, liaising with organisations as required.
6. To assist with the collation and analysis of data in relation to the planning policy function including translating planning policy requirements into spatial data and mapping outputs.
7. Assist with the organisation and administration of public consultations on planning policy documents and support the logging, processing and summarising of consultation responses.
8. Liaise with internal departments, other authorities and external bodies and consultants to assist with data collection, preparation and monitoring of plans and evidence gathering.
9. Attend meetings of working groups, Parish and Town Councils, residents meetings. CAT meetings and other relevant meetings associated with the formation of planning policy documents, which may be outside working hours.

10. Deal with enquiries by members of the public and elected members, in person, by phone or email with regard to the production of the local plan.
11. Study and stay up to date with new legislation and latest trends in GIS and mapping and maintain up to date understanding in this field.
12. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of P73 – GIS and Planning Policy Assistant but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the appraisal process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.