Knowsley Council

Job description			
Job title	Geographical Information Systems/Digital Officer		
Grade	H		
Directorate	Regeneration & Econonic Development		
Service/team	Planning		
Accountable to	Lead Planning Policy Officer		
Responsible for	N/A		
JE Reference	A5406	**Date Reviewed**	June 2025

Purpose of the Job

The Planning Policy Team sits within Planning Service, leading on all planning policy matters for the Council. You will need to be a motivated team member, have good communications skills, work well within a team and have a flexible approach to work.

The main purpose of the job is:
- To provide planning policy support to assist delivery of an efficient, effective and good value Planning Service.
- To provide technical support to the Local Plan Team and wider Planning Service, including the creation, updating and maintenance of information systems (such as mapping databases and on line consultation systems) connected with the Council's development planning and monitoring work.
- To utilise administration and technical skills in undertaking planning work.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To support the Planning Service, as required by the Planning Policy Lead Officer, so that service and business plan targets are achieved.

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2. To prepare and present maps, diagrams, tables and other illustrative material using Geographical Information Mapping systems and publishing systems related to the activities of the Planning Service.

3. To manage the statutory Local Plan policies map, ensuring updates are accurately made.

4. To work with, train and mentor colleagues within the service to develop their GIS skills, demonstrating a commitment to providing efficient support to professional teams in order to meet service charter targets and business plan priorities.

5. Developing processes to undertake data quality, data cleansing and data matching with existing data held in Client Systems. Ensuring that data errors and inconsistencies are followed up and corrected and developing processes to record and manage confidential details of practitioners on Client Systems.

6. To liaise with consultees and other stakeholders in the maintenance of the Council's Local Plan consultation system and assist in public consultation exercises related to the Development Plan.

7. To make use of IT systems, for example databases, Geographical Information Mapping systems, Uniform, Adobe Illustrator, Adobe Professional to support the development of the Local Plan and supporting documents.

8. To work flexibly as a member of the Planning Policy team and the Planning Service responding to the changing demands of varying workloads.

9. To develop and nurture joint working arrangements with colleagues in other Council departments and as well as external organisations.

10. To provide professional technical input into the preparation, implementation, monitoring and review of the Council's Development Plan and other planning policy documents.

11. To observe and promote the Council's core values, key tasks, policy objectives and to contribute to their delivery.

12. Manage and present geographical data in a range of formats

13. Working to improve the integrity of some of our less mature spatial data to publish on the UK Planning data platform.

14. Challenge the way geographical data is used within the Council and design new ways of publishing and sharing this data across the organisation and externally.

15. Ensure that the wider Planning Service is engaged in Digital Planning projects through regular updates.

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16. Continuing to grow our open data portal hosted on AGOL with new datasets. Liaising with Ordnance survey as necessary

17. Shape and influence the Council to become more data driven through the use of technology and geographical systems.

18. Respond to enquires, schedule meetings, run reports and ensure tasks within the Open Digital Platform project are completed.

Knowsley Better Together – Staff Qualities

Health and Safety

- To use equipment as instructed and trained.

- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.

- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.

- Report actual or potential security incidents.

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