



Planning Data and Digital Officer Candidate Pack



DARTFORD
BOROUGH COUNCIL

About the role



Planning Data and Digital Officer (2 year Fixed Term)

Directorate – Growth and Community

Department – Planning Services

Grade – H

Salary – £46,867 PA increasing to £49,580 PA following 12 months satisfactory performance

Hours - 37 hours per week – Monday – Friday

Flexi-time and Hybrid Working Available

About the role

Grow your career at Dartford; the second fastest growing place in the country. This is a new post to support us in our work to use data better and develop an effective digital planning service for Dartford.

The job requires a digital data-driven mindset and a willingness to learn about data methods and tools; as well as exploring new ways of using data to create value and innovation for the Council and it's stakeholders.

We are looking for an enthusiastic, highly motivated individual. You will have a relevant degree level qualification (or higher) covering data analysis or alternatively you should be able to demonstrate a depth of experience in local government of data analysis and GIS. If you enjoy a challenge and like to make a positive difference in your work, we would love to hear from you.

We are a friendly and integrated team, with planners, building control officers and other professionals working together to deliver a quality environment in Dartford and successful future growth. We need your skills and experience to support us in providing faster, simpler, more accessible data.

Conveniently located in Dartford town centre the Council offices are adjacent to Dartford station, with links to a wide range of stations across London and Kent, as well as bus services including Kent and TfL bus services and the Fastrack bus rapid transit system

If you would like to speak to someone about this post please contact **Liz Quogan: Planning Data and Technical Support Manager** on **01322 343071**.

This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Skills, Knowledge and Experience:

Please refer to the Job Profile at the end of this document



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Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.

We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.

A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

How to apply

Please apply via:

<https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council>

Do not send your CV – only fully completed application forms via the link above will be accepted

We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.

Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

Closing date:

23:59 28th May 2026

Interview date:

Week beginning Monday 8th June 2026



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About the Council



Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind recruitment process and remove candidates' personal information to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role. In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.



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Getting to us

Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oyster card area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf

[Link to map and more info](#)

Dartford Borough Council Civic Centre



Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The Council's core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



Core Behaviours

Communication

Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

Respect

Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

Accountability

Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

Adaptability/Flexibility

Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

Collaboration

Demonstrated by:

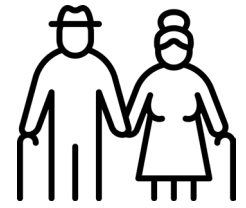
- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution



Total Reward Package

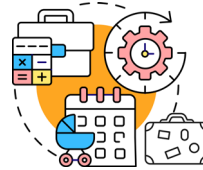
Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme. Your contribution rate, based on your salary, is 6.5%



Holiday Entitlement

You will be given a generous holiday entitlement of 185 hours (equivalent of 25 days) plus a further 37 hours (equivalent of 5 days) after five years of continuous DBC service, and a bank holiday entitlement per annum. These amounts are pro-rated for part-time hours.



Car Parking

Free car parking for work



Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application



Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.



Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



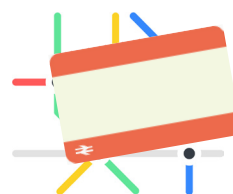
Car Loan

A loan to assist you with buying a car, subject to certain criteria being met



Season Ticket Loan

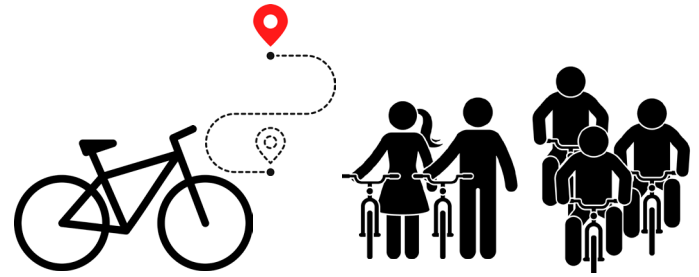
An interest free loan to assist with the purchase of a season ticket to travel to and from work



Total Reward Package

Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions and also reduces the employee's tax and national insurance costs.



Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)



Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)



Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.



Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling



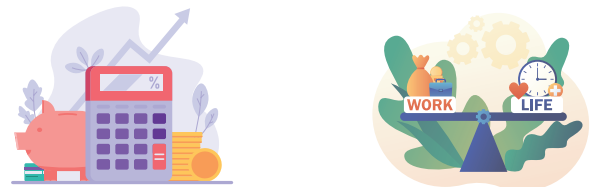
Occupational Healthcare

An occupational health service to support employees in the management of health issues.



Occupational Sickness Pay

Generous sick pay based on length of service



Total Reward Package

Flu Vaccinations

Free flu vaccinations on an annual basis



Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens



Fairfield Leisure Centre Discount

20% discount on Premium Membership



Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities



Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave



Compassionate Leave

Up to 10 days paid leave following the death of a close relative



Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.



Public Duty Leave

Additional leave for members of certain public bodies to undertake duties



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Job Profile

Job Title: Planning Data and Digital Officer

Grade: H

Reporting to: Planning Data and Technical Support Manager

Responsible for: N/A

Experience:

- Experience in data led business analysis and service improvement projects, including the development of dashboards and reports to support decision-making.
- Proficiency in Microsoft Office and Power BI or similar data analysis tools
- Good organisation skills with an ability to manage conflicting priorities and meet deadlines.
- Good attention to detail and accuracy in processing documentation and maintaining records

Desirable:

- Knowledge of Uniform and Idox
- Knowledge of planning and building control process in local government
- Knowledge of digital planning and planning data standards

Specialist Knowledge:

- Ability to update planning service data using digital tools.
- Ability to use GIS data for use in connection with planning
- Working with multiple sets of data information systems
- Ability to work with teams across the organisation to understand future data requirements
- Ability to create Power BI dashboards from varied and complex datasets
- Ability to interpret, manage and organise large volumes of data.
- Effective written and oral communication skills and the ability to effectively communicate with a range of stakeholders.
- Good understanding of the data and information needs of local government and key stakeholders.
- A good understanding of GDPR legislation and best practice in relation to information sharing.
- Understanding of the importance of data quality and making sure data is fit for purpose.
- Awareness of the need to translate technical concepts into non-technical language
- Understanding or usage of SQL.
- You should be able to confidently use at least one-piece of specialist software or system relevant to your role; with a basic knowledge of coding and programming for data and analytics

Qualifications:

- Relevant qualifications equivalent to degree level or higher in Geography, Computer Science, Data Management/Data Analysis or a related subject OR
- Minimum of 5 years demonstrable experience in a similar role in local government of data analysis and GIS

Desirable:

- Specialist qualifications / experience in GIS systems, particularly ESRI products
- Specialist qualifications / experience in data visualisation tools
- Portfolio of work demonstrating competence in GIS and data creation, processing or visualisation

This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.

Special Circumstances:

- Very occasional attendance at evening meetings may be required
- Occasional attendance at meetings away from the Civic Centre

Key activities:

- Use data to support decision making and solve problems across different parts of the council. The job requires a data-driven mindset and a willingness to learn about data methods and tools; exploring new ways of using data to create value and innovation for the Council and its stakeholders.
- You will be responsible for collecting, processing, analysing, and presenting data from different sources and formats and translating it into digital formats. This will involve improving data quality of existing data sets.
- Collaborate with Planning Services' managers and the GIS & mapping officer to ensure data preparation aligns with established standards and specifications, thereby supporting accurate and reliable planning information.
- To create digital data analysis dashboards for planning and building using the Uniform data
- You will apply appropriate techniques and tools to manipulate, visualise, and interpret data, and communicate your findings and insights in clear and concise dashboards, reports, and presentations.
- Act as a key digital data resource, responding to and resolving internal and external data queries and requests. This includes undertaking research and gathering data from numerous sources, analysing data and preparing reports/visual representations using graphics, diagrams and maps.
- Design, develop and adapt information systems and datasets relevant to the services digital approach and the Open Digital Planning Programme or subsequent government programmes.
- Collaborate with team members to identify data needs and improve data collection processes.
- Prepare data to meet planning Data Standards Specifications, ensuring that data used in planning processes adheres to required quality standards and work the Government Open Data Standards Community Group, where appropriate
- Collaborate with the MHCLG Planning Data Community as appropriate to progress Digital Planning.
- Undertake the training and upskilling of Planning Services officers staff in data skills and best practice to improve and develop their knowledge and understanding.
- At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- Keep up to date with emerging developments in data analysis, visualisation insights and performance metrics.
- Support the GIS and mapping officer by providing GIS based data to Planning Services, ensuring GIS data is updated and maintained.





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