

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Economic Development and Planning
Service Area	Development Policy

Post Details	
Job Title	Planning Data Improvement Officer
Post Number	TBC
Vacancy Reference	EDP121
Scale	Scale 3 (scp 7-8) £26,403 to £26,824 per annum
Hours	37 hours per week
Contract	Fixed term contract for 12 months
Location of Work	Council Offices
Directly responsible to	Head of Strategic Planning and Housing
Directly responsible for	-
JE Reference	GLPC
Primary purpose and scope of the job	
To support of the delivery of the Council's Digital Planning Improvement project and engagement with the Open Digital Planning (ODP) programme.	

Key Tasks and Responsibilities

- To assist the Head of Strategic Planning and Housing in delivering the Council's Digital Planning Improvement Project including action plan delivery and dataset publication.
- To work with Planning Policy, Countryside and Development Management colleagues to audit, update, digitise and maintain the Council's key planning GIS datasets and paper records including Conservation Areas, Listed Buildings, TPOs and Article 4 Directions ensuring data accuracy and compatibility with Open Digital Planning (ODP) standards.
- To work with the Council's Countryside Officers in updating the TPO record including site surveys to verify the data.
- To support the publication of spatial planning datasets to the Planning Data Platform in the required format.
- To contribute to digital planning maturity assessments and active participation in ODP community activities including training and collaborative sessions.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies, including equal opportunities and health and safety.
- Such other duties that may be assigned appropriate to the post.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Erika Eden-Porter
Role	Head of Strategic Planning and Housing
Date Revised	23 June 2026

Person Specification



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Planning Data Improvement Officer
Post Number	TBC
Vacancy Reference	EDP121
Scale	Scale 3 (scp 7-8) £26,403 to £26,824 per annum
Directorate	Economic Development and Planning
Service Area	Development Policy

Criteria

Experience		
Practical experience in managing and maintaining data/information records accurately and efficiently	A/I	E
Proficient in the use of Microsoft software including Access Databases, Excel, Word and Outlook	A/I	E
Experience of working within a planning environment or a Local Authority planning department.	A/I	E
Practical experience of working with GIS (preferable QGIS) or spatial data	A/I	D

Skills and Abilities		
Strong written and verbal communication skills	A/I	E
Ability to demonstrate methodical and precise working practices with good organisational and time management skills and techniques	A/I	E
Ability to demonstrate a high level of accuracy, excellent attention to detail and methodical documentation in the performance of duties	A/I	E

Skills and Abilities		
Good analytical skills including the ability to interpret plans/drawings	A/I/T	E
Ability to work independently, follow procedures and meet deadlines	A/I	E
Flexible and adaptable approach to undertaking tasks and meeting changing project needs and/or deadlines	A/I	E
Ability to work as part of a team	A/I	E
A keen interest and aptitude for technical innovation	A/I	D

Education, Qualifications and Knowledge		
Good standard of education (minimum of 5 GCSE's at grade C or above including Maths and English)	C	E
Valid Full UK Driver's License	C	E
IT qualification (ECDL/CLAIT or equivalent)	A/I	D

Other requirements		
	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
<p>The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.</p>

Prepared / Revised By	Erika Eden-Porter
Role	Head of Strategic Planning and Housing
Date Revised	23 June 2026