ORKNEY ISLANDS COUNCIL

# Planning System Supervisor and Gazetteer Custodian

Council Offices, Kirkwall

**At a glance**:
**Grade:** H
**Salary:** As per advert
**Allowances:**

- Distant Islands Allowance

**Job Purpose:**
Your work will include being responsible for systems administration and acting as System Supervisor for key systems including databases, e-planning and document management systems, in addition to managing property and street naming and numbering, planning application statistics and providing support to the statutory Development Management service.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

## Benefits and Support

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| 34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata) | Supported to work and earn whilst achieving qualification |
| Local Government Pension Scheme | Maternity, Paternity and Sick Pay |
| Comprehensive induction process | Employee Assistance Programme |

## Main Duties and Responsibilities

Provide first line support to all Development Management staff in relation to Idox Uniform database, e-planning and EDRMS document management systems, including resolving technical issues, managing system users and setting security levels.

Liaise with IT, Idox and other software providers regarding escalated faults, system updates, software upgrades, testing in accordance with the terms managed service agreements.

Manage and update geographical datasets and GIS software within the Uniform mapping functions, including OS base layer and spatial constraints layers, and plot all submitted planning and other applications, including generating lists of properties subject to statutory neighbour notification.

Act as local custodian of the Local Land Property Gazetteer (LLPG) and maintain the Corporate Address Gazetteer in accordance with national conventions, including creating Unique Property and Street Reference Numbers (UPRNs and USRNs), and exporting data to One Scotland Gazetteer and Scottish Fire and Rescue Service, as well as to the Scottish Assessors Association, Council Tax, and others, including Royal Mail.

Manage the Council's Street Naming and Numbering function in accordance with national guidelines and adopted policy, including processing applications, calculating fees and Community Council engagement.

Support the Planning Enforcement function of Development Management, including monitoring approved developments.

Undertake the assessment of planning and other applications, including prior notifications for agricultural and other developments, and works licences, including assisting with the preparation of committee reports where required.

Using Access reports and the planning database, produce quarterly performance statistics for the purpose of the Scottish Government's statutory performance indicators.

Provide professional and comprehensive advice, guidance and support to Council services, elected members and the public in respect of street naming matters.

Undertake project work, as required, to support the activities of Development Management.

Support the Service Manager, Development Management, in developing and maintaining relations with statutory and non-statutory agencies.

Attend meetings, seminars, training workshops and other work-related issues as required, which may involve working outside normal working hours.

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| Participate in continuous professional development. |
| Provide specialist technical guidance to other team members, acting as the main reference point for complex work, in addition to coordinating system training and completion of system upgrades. |

## Responsibilities for All

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| Embody the Council Values of Accountable, Reliable, Considerate and Collaborative. | Participate in team meetings, 1 to 1s, supervision and good conversations process |
| Handle all information in confidence and in line with Data Protection requirements | Comply with the Council Employee Code of Conduct |
| Work safely to prevent risk to yourself and others | Comply with relevant professional body codes of practice/conduct |
| Ensure Equality, Diversity and Inclusion | Any other duties appropriate to your grade |
| Undertake mandatory and relevant training and development | Where required Support the Council's emergency response |

## Skills and Requirements

### Must have

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| The minimum knowledge required for this role can be evidenced by either: |
| Holding a qualification at SCQF 8/9, i.e., SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in a relevant discipline, e.g., IT, Administration, Planning or Geography |
| OR having a minimum of 5 years previous relevant experience. |
| Substantial experience and working knowledge of IT systems. |
| Substantial experience in database management or gazetteer management. |
| Ability to demonstrate an understanding of gazetteer management. |
| Knowledge of building and development issues and an ability to read and interpret plans. |
| Ability to demonstrate knowledge and understanding of service needs and to respond effectively to them. |
| Ability to demonstrate working effectively to high professional standards in a changing work environment. |
| Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service. |
| Ability to demonstrate robust analytical and problem-solving skills. |

## Requirements of the Role

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| Disclosure/PVG: | Level 1 Disclosure | Convictions to Declare: | Current |
| Politically Restricted Post: | No | Sponsorship: | No |
| Work Additional Hours: | No | Term Time Post: | No |