**Job Description**

**Main Purpose of Job:**

To provide administrative support to the Planning Support and Property Information Team to input and reconcile data onto the Council’s Data Management system. Working closely with the team and other relevant officers to ensure the accurate recording of historic and current data, management of deep storage documents, redaction and disposal of documents under the Council’s document retention policies and meeting GDPR requirements.

**Our Values:**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly and economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. Assisting with the preparation of files for processing in accordance with the Planning and Building Control data management strategy.
2. Confidently carrying out quality management checks of scanned images and undertake any necessary remedial action, to ensure the quality of the Council’s documents.
3. Scanning of required images using the Council’s Corporate Document Management system.
4. The process of downloading and importing electronic files into the Council’s Document Management system.
5. To support the Planning Support Team in undertaking tasks relating to regular data cleansing projects as required.
6. Redaction and renditioning of personal data to ensure documents published on the Council’s website do not breach the General Data Protection Regulations.
7. To support the Planning Support and Property Information Team in ensuring that the Council’s Data Monitoring Systems align or reconcile with other financial and data systems where required, and to raise anomalies as necessary.
8. Competence of the maintenance of accurate records using Microsoft Office programs relating to the processing, quality checking and destruction of Planning and Building Control files, including management of files for back-scanning either in-house or by third parties.
9. To relocate filing system to the newly identified areas and arrange in chronological order as required.
10. Assisting the achievement of the tasks and improvements contained in the Planning Services Service Plan and carry out duties in such a way as to maintain accreditation to ISO:9001:2015 Quality Management System.
11. Carrying out any other duties reasonably compatible with and/or arising from the duties listed above.
12. Adhering to and demonstrating the workplace values of our organisations, promoting a great place to work.

**Line Manager:** Planning Support and Property Information Team Leader

**Responsible for:** N/A

Note: This is a description of the job as it is constituted at (**September 2021)** but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of both Councils to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Councils reserve the right to insist on changes to the Job Description after consultation with the postholder.

**Personal Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience:** | * Relevant administrative experience, either in a public or private organisation. * At least 2 years’ keyboard experience. * Experience of Data Entry or IT Projects. * Good understanding of Planning and Building Control legislation and information systems, e.g.   CAPS/IDOX/DMS.   * Experience dealing with Legal Documents. * Microsoft Office systems experience. | * A good grounding in a wide range of planning issues and experience of either planning policy or development control. * Experience of budget management. * Experience of using Uniform or Exacom IT systems. |
| **Skills and Abilities:** | * Computer literate with good keyboard skills. * Ability to follow written procedures. * Ability to work independently and use initiative but within a team environment. * Effective team worker. * Accuracy and attention to detail. * Good organisational skills with ability to manage changing priorities. * Ability to meet deadlines and to work effectively under pressure. * Ability to deal with interruptions. * Able to deal daily with confidential matters in a sensitive way. |  |
| **Education and Training:** | * Minimum 4 GCSE’s   or   * NVQ Level 3 in Office Skills or equivalent. | * Financial or ICT qualifications |
| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives. * Flexibility and willingness to work to meet project deadlines. * A positive attitude and commitment to customer service. * Adhering to and being compliant with all areas of Data Protection. |  A willingness to travel |