DATA SCIENCE/INNOVATION PLANNING OFFICER
Role Profile

Title	Data Science/Innovation Planning Officer
Grade	GRADE I
Reference:	**N818**
Reports to:	City Planning Manager
Work style Definition	Office based hot–desk/touch down worker
Job Type:	Professional
Primary purpose of role	To support the modernisation of the spatial planning and infrastructure services through developing and leading the delivery of a vision for integration, organisation, management and application of the department's data, including data visualisation, business intelligence (BI) and open data, and leveraging value from that data. This will particularly be in relation to: ▪ Planning policy monitoring, development and delivery; ▪ Innovation in urban design, place shaping and sustainable development; ▪ Site specific evidence, design and delivery; ▪ Supporting processes relating to the promotion, management and control of development; ▪ Maintaining an up to date evidence base; ▪ Community engagement; ▪ Efficiencies and income generation, including through realising opportunities from the commercialisation of data.
Key accountabilities and key measures	**Role outcomes** ▪ Articulating and delivering vision and strategy for the collection, recording, management and use of all sources of data to support the delivery of spatial planning and infrastructure functions and realise value from data. (10%) ▪ The design and delivery of solutions for the management of and reporting data that are innovative, resilient, user friendly and interactive. Identifying and embedding best practice in data management and analysis. (10%) ▪ Identifying, evaluating and delivery opportunities for securing commercial value and income generation from spatial planning and infrastructure data. (10%)	**Role measures** ▪ Creation of technical solutions for identified business problems and supported by robust business cases. ▪ Efficiencies in the organisation and delivery of services realised, securing better management of limited resources. ▪ Customer benefits from more efficient and effective service delivery, and improve access to data and information that is relevant and understandable to the customer. ▪ Organisation of highly complex and wide ranging data into effective data management systems. ▪ Efficient, effective, accessible, resilient databases and data

	- Delivering mentoring and training to planning and infrastructure staff and to others as required to realise high value from the wealth of data collected and held by the Strategic Planning & Infrastructure department, including enabling staff to input and use data systems in the most effective way. (10%) - Establishing appropriate governance frameworks and conventions for the collection, recording and application of data. (10%) - Supporting wider corporate initiatives around digitalisation and data management. (10%) - Managing and supervising staff working on digital and data related work as delegated by team manager. (10%) - Supporting planning officers in the use of data and analysis of data in the planning policy and development management process, including at public hearings, examinations and public and other forum involving external parties. (10%) - Lead for the department on engagement with external and internal initiatives around digitalisation and data. (10%) - Lead for department on procurement and project management of digitalisation and data support. (5%) - Other duties commensurate with the grade of the post as required. (5%)	management and reporting systems established. - High quality digital and web based solutions delivered, with data made accessible and user friendly for the public and other external bodies. - Local planning documents, evidence base reports and statements of case for planning inquiries and other contexts delivered, supporting positive outcomes. - Commercial and income generation opportunities realised. - Work delivered with an awareness and understanding of the Council's IT strategy. - Staff trained and mentored.
Key activities	- Review of data requirements for the department, including demographics, housing, employment, retail, greenspace, design and conservation, sports and leisure, transport and infrastructure, community facilities, environment and sustainability, accessibility, development delivery and viability, and other planning and infrastructure related data sets. - Delivery of data management solutions, including for spatial organisation of data and innovative interactive products and business intelligence solutions. - Working with the Council's IT provider for the design and implementation of new software solutions. - Identifying technical solutions to business problems and leading the technical and cultural changes required to implement new approaches and/or solutions.	

	- Project management of digital and data products for use in the delivery of spatial planning and infrastructure functions and for commercialisation and income generation. (£50k budget) - Application of data effectively into the local plan development and development management processes. - Procurement of consultants and specialists where required. - Management and supervision of staff as delegated. - Training and mentoring of staff. - Support for corporate initiatives.
Essential qualifications/ knowledge	- Degree level qualification in Data Science or other relevant subject to data management and digital innovation. - A appropriate level of membership of a relevant professional institute, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post. - Recognises and exploits business opportunities to ensure more efficient and effective ways to use data science. - Understands the value of analysis, how to contribute with impact and which data sources, analytical techniques and tools can be used at each point throughout the lifecycle. - Extensive knowledge of data management and quality assurance processes. - Knowledge of legislation and policy related to systems and data management and data science ethics.
Desirable qualifications/ knowledge	- Masters in an appropriate discipline. - Project management qualification. - Management qualification. - A recognised database or BI development certification.
Essential experience	- Proven experience of project management of data management and digital products of a complex nature. - Proven experience of identifying effective solutions to service/business problems and to the organisation of complex and extensive databases. - Substantial proven experience of collating, analysing, interpreting and graphically presenting data and developing innovating data management systems and products. - Extensive experience of the spatial organisation of data in digital formats. - Experience in supervising and training staff.
Desirable experience	Experience of the town planning system and the requirements of annual monitoring reports and local plan evidence base requirements.
Essential skills	- Recognises and exploits business opportunities to ensure more efficient and effective ways to use data science. - Uses a range of coding practices to build scalable data products that can be used by strategic or operational users and can be further integrated into business systems. - Ability to engage effectively with senior managers and professionals to understand where data science can add value as well as to deliver vision and influence actions in order to realise new and creative approaches to data management and innovation in the service. - Ability to articulate complex technical solutions and engage users in the implementation of business change. - Advanced skills in using GIS software to collate, analyse, interpret and graphically present spatial information.

	▪ Ability to work independently and to take responsibility appropriate to the role and to plan, organise and structure work. ▪ Skills to work in an open, transparent and collaborative manner, sharing good practice and seeking to continuously improve the quality of outputs. ▪ Ability to explore and visualise data to present the 'story' of the data in a meaningful way, and to a range of technical and non-technical audiences. ▪ Ability to produce accurate work to tight deadlines. ▪ Ability to manage other members of staff to deliver project outputs to agreed deadlines and at the required standard.

Corporate standards

▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.

▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.

▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.