



# Role Profile

## Property & Planning, Research & Information Coordinator

Reference No:	1SS6055		
Service:	Business & Employability		
Job Family:	Regeneration, Economic Development, Tourism	Grade:	<b>FC8</b>

<b>Purpose</b>
To plan, coordinate and manage Property and Planning Research and Information activities. This section undertakes land use research, information, and analysis to support place based policies and programmes. Proactively co-ordinating the Fife Property Gazetteer and the Council's Street Naming and Numbering function. Monitor, commission, and disseminate geospatial research, information, and analysis to support place policy development and monitoring.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
To coordinate the delivery of the Fife Employment, Housing, and Vacant and Derelict Land Audits; provide efficient and effective co-ordination of the Fife Property Gazetteer and the Council's Street Naming and Numbering services to the Place Directorate and its Services, supporting them to develop and deliver their place-based policies, plans, and services.	<p>Educated to Degree level, SCQF level 9, SVQ level 4 or equivalent in a relevant subject or equivalent experience e.g. Geography, Planning, Geographic Information System (GIS).</p> <p>Post education GIS experience. Experience in a technical or data driven role, with a proven knowledge specialised software packages, particularly those associated with the ESRI product suite and the skills for using the IDOX Uniform system.</p> <p>Core principles of GIS and GIS data management. Knowledge and experience with the Corporate Address Gazetteer and Street Naming and Numbering service; of</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

	<p>the Scottish Gazetteer Conventions, BS7666 and applicable data standards and conventions.</p> <p>Extensive knowledge of IT systems relating to database/spatial data management e.g., ArcGIS, Uniform, MS Office suite</p> <p>Analytical skills</p> <p>Report writing skills</p> <p>Presentation skills/confident delivery style</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Providing a co-ordinated business-focused approach to service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.</p>	<p>Have astute political awareness, in both the local and national context.</p> <p>Ability to work effectively in a partnership context and to develop effective working relationships between partners</p> <p>Understanding of relevant policy areas</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Providing professional leadership and support to the section, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge and sharing within and across teams.</p>	<p>Some previous experience in GIS project management.</p> <p>Understanding of relational databases and geodatabase design.</p> <p>Geospatial data processing and analysis.</p> <p>Proactive approach to developing new skills and keeping up to date with technology.</p> <p>Experience in mentoring and coordinating work within a team, including the evaluation of completed work.</p> <p>Ability to motivate others to perform to the highest standards</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Building strong relationships with colleagues and partners so that the section's work is integrated with and supports other relevant work in the Council and wider community. Developing and implementing</p>	<p>Evidence of driving change in designated area</p> <p>Initiating and coordinating continuous improvement</p>		<p>✓</p> <p>✓</p>

opportunities to work more effectively with partners to deliver agreed outcomes.	Ability to provides a regular and effective service	✓	
Coordinating the preparation and delivery of place based survey work and related research and information, including delivering statutory and non-statutory land use information in support of the Local Development Plan, place policy, economic development and regeneration projects, regional working, and to support inclusive growth and jobs, industrial/business sector development and thriving places.	Research skills	✓	
	Project management	✓	
	Organisational skills	✓	
	Ability to digitise to the GIS industry standards.	✓	
Analysing, evaluating, and reporting on complex and large datasets. Preparing reports, publications, and statistical information. Liaising with internal and external agencies. Ensuring the adoption of relevant data standards.	Analytical skills	✓	
	Experience of high level analysis of key statistical information	✓	
	Presentation skills	✓	
	Attention to detail skills	✓	
	Communication skills	✓	
	Networking skills	✓	
Coordinating the organisation and delivery of the annual “House Builders Forum”	Team working skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range</b> %	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>				

**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours**

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.