Directorate:	**Growth, Environment and Transport**
Unit/Section:	**Strategic Planning and Infrastructure**
Grade:	**KR9**
Responsible to:	**Strategic Planning and Infrastructure Manager**

Purpose of the Job:

By developing advanced data driven apps, reports and geospatial analysis across a wide range of planning related datasets, the Post Holder will support the delivery of the Infrastructure Mapping Platform (IMP). The IMP is a digital tool consolidating and publishing key local infrastructure data to help coordinate the planning and delivery of 'good' growth.

Main duties and responsibilities:

- Processing and transforming data for use within the Infrastructure Mapping Platform (IMP). This will include both tabulated and geospatial data.
- Production of analytical and business intelligence reports and tools based on data available within the IMP and making these accessible on the platform. All digital reports and associated tools will need to meet accessibility standards and be viewable on a range of devices (monitors, phones, tablets etc.).
- Working with colleagues across the Council in assisting the development of the IMP's underlying architecture (currently SharePoint) to host, share and maintain platform data and associated apps.
- Supporting internal IMP users and our partners to develop their technical knowledge and skills, optimising their ability to use report-writing tools effectively to provide accurate information based on data available from the platform.
- Engaging with internal IMP users, our partners and data providers to ensure that data is consistent, accurate, timely and available in appropriate formats.
- Ensuring that all data requests, processing and presentation are in compliance with information governance and data protection policies.
- Keeping up to date with changing technology, maintaining technical knowledge and skills.
- Assisting with other data related tasks as required by the Strategic Planning Analyst, in line with statutory obligations assisting in the functioning of the Strategic Planning and Infrastructure Service.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post.   Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Relevant degree level study or equivalent qualification. Clear commitment to further personal and professional development.
EXPERIENCE	Experience of writing reports in a range of Business Intelligence applications such as: SSRS, Business Objects, Power BI or Crystal Reporting. Established experience of managing, building, analysing and reporting on large, complex datasets and using Data Warehouses and Data Lakes. Experience of using geospatial data and software. Advanced Microsoft application skills.
SKILLS AND ABILITIES	Able to lead on complex technical tasks leading to coherent and well-informed guidance/advice to performance staff, customers and stakeholders. Ability to use technical knowledge and experience to identify and resolve complex problems. Ability to understand the priorities and importance of own workload and to prioritise in line with team objectives.
KNOWLEDGE	Knowledge of Power BI and the technical aspects required to implement and maintain a working environment. Knowledge of GIS software applications including how to generate spatial layers and perform data joins and provide appropriate symbology.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** - We are **brave**. We do the right thing, we accept and offer challenge - We are **curious** to innovate and improve - We are **compassionate**, understanding and respectful to all - We are **strong together** by sharing knowledge - We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities

	at the heart of decision making