



# Planning Performance and Monitoring Officer

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Post number: PLN069

Grade: 5

Date: May 2025

Service area: Strategic Planning and Development Control

Reports to: Service Development and Technical Support Team Leader

## Job profile

### Purpose

To lead on the management of information held and produced by the Strategic Planning and Development Management section in relation to housebuilding, brownfield sites, planning applications, performance and other planning subjects. Data to be created, maintained reviewed and analysed in both text and geospatial formats with a view to forming reports, statistical returns, registers, maps and other evidence-based documents to assist the Strategic Planning service. Highlighting issues as they arise and compiling work processes to minimise the risks for inaccurate data being captured and used in legislation and local required data.

### Dimensions

The post holder will report to the Service Development and Technical Support Team Leader. The post holder will not directly be responsible for managing staff or budgets.

### Main duties and responsibilities

1. Monitor residential housing supply by accurately recording development schemes granted planning permission through to their construction and completion (which will require liaising with wider council service teams such



as Development Management, Building Control, Council Tax, Community Infrastructure Levy administrators and Street Names and Numbering service, to help ensure accuracy, consistency and speed in data collection. Site visits will also be necessary, as required, to validate any data).

2. Implement and maintain new processes using the council's back-office systems to facilitate in the monitoring of planning applications and analysis of the success of planning policies as required. This will include the creation of databases to store planning related data in to best enable the Council to make informed decisions and to defend where appropriate appeals or challenges to planning policy.
3. To lead on Implementing and maintain new monitoring indicators to enable the team to assess the success of planning and other policies as required.
4. In addition to the above to maintain and where practicable improve systems for the provision of statistical data and complete and submit Government statistical returns as required, including but not limited to PS1/2 and Housing Flow Reconciliation returns, Brownfield Land Register and continual improvements to the Open Planning Data platform.
5. Use Geographical Information Systems for data capture, editing, drawing, and the production of maps, for the Section's land use monitoring and related work.
6. Produce written reports as required (involving text, diagrams and tables), including but not limited to monthly performance reports to Planning Committee, and reports relating to housing supply and delivery.
7. To work as part of the Councils drive for continuous improvement in seeking opportunities to further advance the Councils data management and monitoring, information storage, mapping and evaluation and other areas which would benefit the Strategic Planning & Development Management service as a whole and improve its ability to serve its stakeholders.
8. Respond to requests for planning related information from Councillors and officers, the general public and external organisations.
9. Maintain an up-to-date knowledge of relevant legislation and take a proactive approach to relevant changes, updating colleagues and recommending revised procedure and practices if required.
10. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
11. To comply with all Health & Safety at work requirements as laid down by the employer.



## East Cambridgeshire District Council

12. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
13. Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

### Special conditions

The post is full time (37 hours) and permanent.

Occasional evening or weekend meetings might be required.

Occasional meetings at offsite locations, of which they will predominantly be within East Cambridgeshire.

### Pre-employment checks

None

### Business Travel

Casual car user



## Person specification

### Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
5 GCSE's (grade C or above) or equivalent, including English and Maths	Essential	Application
A formal GIS qualification, or willing to work towards one	Desirable	Application

### Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience of accurately and safely collecting, processing and maintaining data within corporate and national data protection policy.	Essential	Interview
Experience of storing data and subsequent interrogation, analysis and review in a safe and accessible format	Essential	Interview
Experience of GIS based software, to collect, store and interrogate accurate spatial data querying	Essential	Application/ Interview



## Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Knowledge and understanding of Local Government responsibilities and procedures and how information Monitoring of functions is operated.	Essential	Application/ Interview
Excellent working knowledge of a range of ICT applications, Microsoft Office suite and performance monitoring and report generating and presentation software and database creation and management.	Essential	Application/ Interview
Excellent working knowledge of Geographic Information Systems to analyse information and produce high quality statistical information and maps.	Essential	Interview
Knowledge and understanding of current planning legislation and monitoring issues especially housing related.	Desirable	Interview
Working Knowledge and understanding of IDOX Uniform and supporting products, such as Enterprise	Desirable	Application/ Interview
Excellent organisational skills to ensure deadlines are met	Essential	Interview
The ability to compile and maintain detailed, complex data to meet the requirements of internal processes and statutory requirements	Essential	Application/ Interview
The ability to analyse planning policy monitoring related information, draw conclusions and write reports in a logical, accurate and concise way	Essential	Application/ Interview
A high level of literacy and numeracy including problem solving skills.	Essential	Interview
Excellent data presentation skills	Essential	Interview
Excellent written and communication skills	Essential	Interview



## Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Good interpersonal skills to develop and maintain effective working relationships	Essential	Interview
Able to work under own initiative with minimum supervision whilst working to tight deadlines	Essential	Application/ Interview