

## **SOUTH RIBBLE BOROUGH COUNCIL**

### **JOB DESCRIPTION – IDOX PROJECT CO-ORDINATOR/SYSTEM SUPERVISOR**

**SERVICE GROUP** Planning and Property

**UNIT** - Planning

**GRADE** - 6

**ACCOUNTABLE TO** - Director of Planning and Property

**PURPOSE OF THE JOB** - To develop and implement changes to the IDOX computer system across all directorates. To coordinate a project team to ensure project milestones are met. To provide Technical support to users of IDOX, analysis and presentation of management reports. To support the organisations Digital to improve programme and in particular projects associated with agile working and paper less/light.

**LIAISON WITH:** - Colleagues in all departments using IDOX, I.T. department, Senior Officers, Officers, Members, outside bodies and other local authorities.

#### **DUTIES**

1. Project Management, implementation and maintenance of IDOX system.
2. Process mapping of services, analysing, improving and implementing new working procedures and setting up relevant IDOX module to improve services.
3. Collation of statistics for Government returns.
4. Analysis and presentation of management reports.
5. Training of staff (in various areas) on new systems and ways of using the system.
6. Setting up and working with project team members for implementation of new systems. Ensure smooth running of systems after training and continuous improvement.
7. Safe keeping of data including Planning Register, Enforcement Register, Environmental Health register, ensuring records are maintained and consistent making quality control checks and rectify if appropriate.
8. Attend internal and external working groups and undertake training as and when required.
9. Ensure website content is updated.
10. To positively demonstrate and promote the council's values and priorities and the service it provides.
11. To action any other duties commensurate with the grading of the post.