

# JOB DESCRIPTION

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| **JOB TITLE:** | GIS Officer | | |
| **Job Title No.** | 153 | **POST No.** | 100202 |
| **GRADE:** | SC5 | **SCP RANGE:** | 12 - 17 |
| **SECTION:** | Information Technology | **DIRECTORATE:** | Sport & Leisure |
| **POST LOCATION:** | Myddelton House | | |

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| **CRB REQUIREMENT:** | n/a | **CRB LEVEL:** | n/a |

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| **ACCOMMODATION:** | n/a |

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| **Driver’s licence & business use insurance requirements:** | Driving Licence Desirable |
| **CAR ALLOWANCE:** | Casual Car Allowance |
| **BUDGET LEVEL:** | n/a |

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| **REPORTING TO:** | Senior GIS Officer | **POST No.** | 1000050 |
| **RESPONSIBLE FOR:** |  | **POST No.** |  |

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| **POLITICALLY RESTRICTED POSTS:** | n/a |

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| **PURPOSE OF ROLE** |
| To support and assist the Senior GIS Officer with the delivery, management and development of the Authority’s corporate Geographic Information System (GIS).To provide an on demand GIS and cartographic support and advice service to Authority employees and external partners and stakeholders as required. Actively look at ways in how the GIS system can streamline and improve efficiencies across the organisation, through the development of GIS apps and processes.  To support the Research Officer in the provision and maintenance of spatial and activity data. |

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| **KEY RESPONSIBILITIES AND DUTIES** |
| **People responsibilities (external – including members)** |
| * To maintain contact with GIS employees of external partners and stakeholders in order to assist with the delivery and development of the Corporate GIS system, including web based technologies, and to help raise the profile of the Authority’s GIS Team and Corporate GIS within its stakeholder community. * To work with teams across the organisation on projects that require the use of GIS applications and analysis or visualisation of geographic data. |
| **People responsibilities (internal – including contractors & volunteers)** |
| * To support and provide GIS and cartographic information when requested by service users. * To prepare Committee maps for the various Authority’s Committees and other Members meetings. * To assist the Senior GIS Officer with devising and delivering supplementary GIS training and technical GIS support to Authority GIS users in order to aid their adoption of GIS technology and GI management techniques. * Assist with the updating of core corporate and applications and specific GIS datasets within the Authority’s geospatial data holding * Deputize for Senior GIS Officer and key GIS application custodians when required. * To assist other Officers in the management of information and data, utilising the GIS system to produce analytical reports and maps. |
| **Financial responsibilities** |
| None |
| **Other resources responsibilities** |
| * Assist with the Updating of core corporate and application specific GIS datasets within the Authority’s geospatial data holding. * Produce and prepare reports by preparing maps, other graphical material and associated material for the Authority as required. * To input and validate GIS and cartographic data, including migrating data from the Authority’s historic mapping and other Geographical Information (GI) systems and from external partners’ and stakeholders’ GIS software as required. * To assist the Senior GIS Officer with the management the Authority’s cartographical libraries, including the GI library, the Authority’s Ordnance Survey (OS) map and aerial photo library as required. * Contribute to the continual development and improvement of the Corporate GIS and associated support service by identifying and recommending ideas and improvements to processes, procedures and GIS applications as appropriate. * To assist the Senior GIS Officer with the upkeep and maintenance of GIS and other related mapping software as required. * Maintain the postcode database within GIS to be used in the checking of the regionality score. * Maintain and provide activity data from within the GIS system for the Authority Scorecard. * Contribute to Corporate GI Strategy for the GIS platform and other relevant policy documents as required as well as contributing to setting and implementing the Section’s service and work plan targets. |
| **General** |
| * The above duties may be varied. * Carry out all duties with regard to relevant legislation and the Authority’s policies and procedures including:- * The Authority’s Health & Safety Policy * The Authority’s Standing Orders and Financial Regulations * The Authority’s Equality, Diversity & Inclusion Policy * The Authority’s Environmental protocols and related policies * The Authority’s Data Protection protocols and related policies |

**KEY CONTACTS**

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| **INTERNAL CONTACTS / PURPOSE** | **EXTERNAL CONTACTS / PURPOSE** |
| * Head of IT for support and guidance. * Senior GIS Officer for work planning and guidance. * Authority GIS customers to provide training, co-operation and advice. * GIS Apprentice as a colleague to exchange information, support and guidance. | * GIS employees of external stakeholder and partner organisations to co-ordinate work and to gather information. |

**The Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.**

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-holder, it is liable to variation by management to reflect or anticipate changes in the job.

The Authority has a policy of working with volunteers to enhance the service we provide, part of your duties may at times involved working with or supervising volunteers as part of your normal working duties. Full training is available on working with volunteers from the HR team and through e-learning modules.

**Sign off for Job Description and Person Specification**

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| **Job Description/Person Specification** | **Post Title** | **Date signed off** |
| JD/PS Prepared by line manager |  |  |
| JD/PS Agreed by second line manager |  |  |
| JD/PS Agreed by HOS/AD by |  |  |
| Consultation with post holder conducted by: |  |  |



# PERSON SPECIFICATION

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| **JOB TITLE:** | GIS Officer | | |
| **Job Title No.** | 153 | **POST No.** | 100202 |

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| **KNOWLEDGE AND SKILLS** | |
| **ESSENTIAL** | **DESIRABLE** |
| **Knowledge** | **Knowledge** |
| * Geospatial data: How to capture, process, manage, use and quality assure geospatial data and undertake relevant calculations * Health and safety: The principles and responsibilities imposed by law, codes of practice and other regulations * Cartography: The principles of mapping and geographic information sciences and accuracy, scale, currency and fitness for purpose of hardcopy and/or digital maps, drawings, imagery and plans. * Measurement: Take, record and document geospatial measurements to the required specification. The principles and limitations of measurement and the techniques used to gather spatial data. Be aware of the importance of co- ordinate systems, projections, transformations and datums. * Geospatial technology (including GIS): Appropriate geospatial technologies (must include Geographic Information Systems) and the application of these systems * Legal and regulatory compliance: The principles of law relating to land ownership and boundaries and the appropriate permissions required to undertake geospatial survey work * Personal effectiveness: How to manage their own time and tasks, communicate and negotiate effectively and know how to plan and prepare work to meet client and budgetary requirements |  |
| **Qualification** | **Qualification** |
| * Degree level qualification in cartography, GIS or equivalent in experience and/or qualification. |  |
| **Experience** | **Experience** |
| * Demonstrable experience of working in a cartographic or GIS environment at an operational level. * Proven experience of working in a team. * Demonstrable experience of writing reports/ technical documentation and providing services to internal customers. * Proven experience of planning and managing projects in co-operation with others. * Verifiable experience of working in an environment guided by instructions, regulations and procedures. |  |
| **Problem Solving / Decision Making + Mental Skills** | **Problem Solving / Decision Making  + Mental Skills** |
| * Geospatial data collection: Capture, process, manage, use and quality assure geospatial data. Perform relevant calculations * Health and safety: Demonstrate the application of health and safety issues and the requirements for compliance. Plan and prepare appropriate risk assessment and method statements * Cartography Apply knowledge of the principles of mapping and geographic information sciences in practice * Measurement: Take geospatial measurements using basic and/or advanced instrumentation, such as an Electronic Distance Measurement devices, automatic levels, lasers, scanners, and Global Positioning Systems. Present, record and document appropriate information gained from measurement to the required specification. Specify and plan surveys and the instrumentation needs. * Geospatial technology: Use appropriate methodology and technology to collect relevant digital data. (must include use of Geographic Information Systems). * Legal and regulatory compliance: Apply knowledge to comply with relevant legislation and regulations when undertaking geospatial work * Computer Skills: Computer literate at a level that enables execution of tasks, some of which can be complex * Personal effectiveness: Effectively manage time and tasks, communicate and negotiate effectively and plan and prepare appropriate methodologies and technologies. Use effective techniques for conflict avoidance |  |
| **Communication** | **Communication** |
| * Demonstrable ability to exchange information concisely and intelligently, either written or orally, with a varied audience. * Demonstrable ability to present complex subject matter intelligibly to a wide variety of audiences. * Proven ability to train colleagues in their tasks and achieve lasting results. * Demonstrable ability to advise colleagues elsewhere in an organisation on relevant matters. |  |
| **Physical skills** | **Physical skills** |
| * Demonstrable ability to work a keyboard with dexterity and precision on a daily basis. | * Proven hand/eye co-ordination in order to work accurately and quickly with graphical software. |