

Job Summary

This is intended to be used as guidance for hiring a similar role to that outlined below. Please read through this and amend as necessary in collaboration with your council HR team.

Post Title	GIS and Integrations Officer	Pay Grade	£30,000 - £40,000
Service Area		Line Manager	
Location		Job Family	Technical
DBS Check Required?			

Section 1: Job Purpose and Job Context

Primary Purposes:

As a GIS Officer you will provide a geospatial services to achieve the objectives and priorities laid out in our Corporate Plan and the GIS / Data Strategy.

You will undertake a wide range of spatial data capture tasks to ensure our record of GIS data is accurate and up to date. You will also assist with data management tasks, making sure that the data you capture is available to staff and external stakeholders via the applications we develop and support.

As part of a team of GIS Officers, you will be expected to be able to take on a variety of tasks, including geospatial analysis and map production. You will help support our geospatial applications, having good technical skills and knowledge but also being able to clearly communicate with non-technical customers.

Section 2: Main Responsibilities and Duties

- Shape and influence the Council to become more data driven through the use of technology and geographical systems.
- Analyse and collect geographical data.
- Manage and present geographical data in a range of formats
- Challenge the way geographical data is used within the Council and design new ways of publishing and sharing this data across the organisation and externally.
- Spatially analyse and interpret data to provide intelligence for a variety of users.
- Deliver presentations and develop show and tell content for showcases.
- Respond to enquires, schedule meetings, run reports and ensure tasks within the project are completed.
- Such other responsibilities which are appropriate to the grade of this post.

- ESRI / ArcGIS Pro, QGIS
- Developing our Enterprise/AGOL environment.
- Continuing to grow our open data portal hosted on AGOL with new datasets. Liaising with Ordnance survey as necessary
- Using Python in an ArcGIS environment to automate data extraction and publication.
- Aiding in the scheduled upgrade of our IDOX Uniform Mapping system to a web-based system,
- which will allow us to integrate it with our ESRI enterprise portal content.
- Building SQL scripts to extract data from different database technologies (Oracle, MSSQL) and build PowerBI / ArcGIS operations dashboards
- Working to improve the integrity of some of our less mature spatial data to publish on the UK Planning data platform.

Relationships:

- Initiate, build and maintain good working relationships with all relevant internal and external stakeholders, joint main contact for The Department for Levelling Up, Housing & Communities (DLUHC).
- Ensure that the wider Planning and Environment Service is engaged in Digital Planning projects through regular updates.
- Liaise with appropriate internal teams / external contractors / suppliers to co-ordinate appropriate service delivery and resolve issues.
- Manage escalated and complex enquiries to satisfactory conclusion, escalating further if unable to resolve.
- Provide professional challenge and advice to colleagues, managers and partner organisations, as appropriate as the planning / product lead in digital planning.

General service:

- Support and provide specialist input into other digital planning projects, sharing experience and knowledge with partner councils
- Allocate responsibilities to team members and assign packages of work as required, ensuring that work packages are aligned with the particular skills and abilities of the individuals.
- Manage the rhythms and rituals of a multidisciplinary project team, helping the team collaborate, communicate and learn throughout delivery.

Section 3: Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

[insert as appropriate here]

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Section 4: Knowledge, Skills and Experience (taken from role profile)	Job Specific Examples	Essential	Desirable
Excellent GIS skills and knowledge		✓	
A strong understanding of the concepts behind data management in a local, regional and national environment.		✓	
Understanding of Information technology and how it integrates with geo-spatial data.		✓	
Strong customer focus.		✓	
Experience of GIS and data can integrate with various IT and Digital systems		✓	
Working under own initiative, task management and working under pressure.		✓	
Effective written and communication skills		✓	
Use of Microsoft packages		✓	
Communicating and presenting work to a wide range of audiences.		✓	
Qualifications		Essential	Desirable
Educated to degree level or equivalent experience		✓	
Membership of a relevant professional body and/or a professional management qualification		✓	
Other Requirements		Essential	Desirable
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		✓	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.

END.