JOB DESCRIPTION

JOB TITLE: GIS Technical Officer - Custodian

REFERENCE NO: COM889

SALARY SCALE: Scale 6 (scp 21-24) £32,115 to £34,314 per annum

HOURS OF WORK: 37 Hours Per Week

POST NO: D116

SERVICE AREA: Engineering Services

RESPONSIBLE TO: Head of Engineering Services

JOB PURPOSE: To be the Council's designated Authority Address Custodian to support the delivery of the Local Land & Property Gazetteer and to provide mapping technical support to the Council.

KEY RESULT AREAS:

- To be the principal contact for the Data Cooperation Agreement (DCA) and Public Sector Geospatial Agreement (PSGA) and ultimately the Authority Address Custodian.

- To attend meetings on behalf of the Council, monitoring the DCA and PSGA, advising on changes and delivery requirements and attending as appropriate, meetings and working groups in relation to the Council's LLPG/NLPG and digital mapping systems.

- To contribute to delivering the Council's LLPG using existing Council property databases, including the cleansing, correction and initial maintenance of data, co-ordinating and supervising other staff on the project as appropriate and being responsible for ensuring that local/national conventions and BS7666 standards are in place and adhered to in the LLPG creation process.

- To attend GIS and GeoPlace Regional group meetings, other groups as appropriate.

- To carry out Naming & Numbering to the BS7666 Standard when required.

- To ensure quality assurance of data and validate the accuracy, currency and coverage of the LLPG in liaison with internal departments and external agencies as appropriate, to resolve data anomalies.

- Maintain the Council's GIS system, uploading any information from third party organisations as and when required.

- To help develop appropriate links and interfaces from the LLPG to all significant property related systems within the Council.
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- Provide Geographical Information support in response to internal and customer requests.

- Provide and maintain bespoke GIS datasets as and when requested.

- Provide guidance and advice to all other departments relating to creation and management of GIS datasets.

- Develop tools to allow for the wider spread of Council data internally and to the public.

- Analyse and increase the value of Council datasets by linking spatial elements.

- Disseminate Council data internally and to the public using GIS systems and web mapping.

- Assist with cartographic elements of design projects relating to the Council as required.

- Maintain the Council's field mapping technology to assist with asset registration and monitoring.

- To keep up to date with innovations and developing technologies within the geospatial field.

- To be responsible for ensuring the data quality of all information related to the duties of the post.

- To adhere to the Council's policies including equal opportunities, health and safety.

- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed …………………………………….…............ Date ………………………………..

Name (Print) ………………………………………………………………………………….

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Full UK driving licence and access to a vehicle for work purposes.		Application Form/ Interview
Degree in GIS or a related subject and/or equivalent delivered through relevant work experience.		Application Form/ Interview
Experience		
Use of GIS software both as an end user and as a corporate administrator.		Application Form/ Interview
Use of the QGIS GIS software or equivalent both as an end user and as a corporate administrator.		Application Form/ Interview
	As a designated Deputy Authority Address Custodian or better.	Application Form/ Interview
	Use, interpretation and application of the Data Cooperation Agreement and the Public Sector Geospatial Agreement (PSGA).	Application Form/ Interview
	Use of the GGP GIS software both as an end user and as a corporate administrator.	Application Form/ Interview
	Administration of spatial databases specifically PostGIS.	Application Form/ Interview
Skills/Knowledge		
High level of general computing skills using MS office.		Application Form/ Interview
Ability to use & Administer GIS packages.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Understanding of GIS based technologies.		Application Form/ Interview
Ability to use QGIS or equivalent at a high level and to provide technical support to other users.		Application Form/ Interview
	Knowledge of BS7666 and addressing processes in relation to both Local and National Land and Property Gazetteers.	Application Form/ Interview
	Ability to use GGP and to provide technical support to other users.	Application Form/ Interview
	Ability to use PostgreSQL and PostGIS to manage and maintain a spatial database.	Application Form/ Interview
	Knowledge of Leaflet.js web mapping and associated knowledge of JavaScript, HTML and CSS programming languages.	Application Form/ Interview
	Knowledge of Python Programming language.	Application Form/ Interview
Additional		
Effective oral and written communication skills.		Application Form/ Interview
High standards of literacy and numeracy.		Application Form/ Interview
Ability to work without supervision.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Ability to work as part of a team when required.		Application Form/ Interview
Ability to communicate technical information effectively.		Application Form/ Interview