

## Job Description

Job Title	GIS Team Leader
Grade	PO8
Reporting To	Data Manager
JD Ref	CSUP0059P(C)

### Purpose

Responsible for ensuring the highest standards for Implementing, maintaining and supporting Geographic Information Systems (GIS), spatial data, and users within the Council are in place. In addition, responsibility for ensuring the processing and supplying of external data, implementing licensing and copyright requirements are met. Implement and manage compliance with Inspire directive.

### Main Duties And Responsibilities

1. Supervise the work of the GIS Officer to ensure the implementation, maintenance and support of the corporate GIS, mapping, and spatial data service across the Council is to the highest standard.
2. Supervise the work of the LPG & LSG Officer to ensure the corporate spatial data repository satisfies the geographic needs of the Council.
3. Responsibility for ensuring up to date and accurate Council policies exist on issues relating to geographic information management, including systems and development. Lead the implementation of information sharing relating to Geographical Information (GI), including providing guidance and information on licensing, copyright and intellectual property, identifying risks, resource and technical issues, and make recommendations on how to address and resolve problems.
4. Lead on a training programme for individuals and groups across the Council on mapping software. Ensure state of the art end user training on Intranet mapping software is in place to enable personnel to best utilise GI software.
5. Be the technical and specialist lead for projects to create precise and accurate data, maps, and/or visualisations to be used for decision making, to add into reports, to supply to cabinet, and to support consultations. Achieve this by supervising data capture, preparation and maintenance of datasets.
6. Prepare a programme to undertake data audits, creating an inventory of spatial data within the Council. Ensure the collection of metadata, and monitor service level

agreements to ensure metadata and spatial data held in corporate GIS is up to date and accurate.

7. Proactively ensure the promotion of the use of spatial data and GIS within the Council. Lead on a rolling programme of work which underpins this.
8. Provide technical and specialist support and advice to users to enable the Council to meet requirements for mapping, supporting statutory duties of the Council, such as Environmental Health, Development Control, Emergency Planning, Schools Admissions, Highways, Traffic, and Street lighting.
9. Create a process for the implementation of regular updates of external data from partners and other organisations, including new data products released. To process and supply spatial data to the public, external contractors, and end users in required data formats and within the conditions of the Public Sector Mapping Agreement and the relevant licence, copyright, and data protection requirements.
10. Interpret legislation in relation to the Inspire directive and implement to ensure compliance. Working with departments to identify datasets within the themes, creating Gemini compliant metadata, and making data and metadata available using an appropriate discovery service. Procuring appropriate Inspire standard web mapping service or web feature service and publishing data. Work towards transforming data to comply with Inspire data transformation specifications.
11. Manage objectives for Inspire Directive, reporting on the management of obligations and evaluating progress, including reporting on funding received.
12. Lead on the publishing of the Local Government Transparency code. Guide departments to enable transformation of data using required schemas. Ensure the validation and publish data in open format, to make available on [data.gov.uk](http://data.gov.uk).
13. Supervise the LPG & LSG Officer with data capture and maintenance of Local Street Gazetteer to ensure compliance with changing standards and requirements. Ensure the quality of the work of the team with address matching, including error reports and data inconsistencies. Ensure senior management are alerted to any risks or issues relating to GI.
14. Guarantee the timely and accurate transfer of departmental and external data into the corporate mapping system. Ensure any misuse of data is appropriately investigated and advised to management if necessary. Lead on the provision and maintenance of spatial data for use by public via the Council website.
15. Evaluate and review the MapInfo professional mapping software in the Council, manage maintenance and support of the corporate licence.
16. Responsible for ensuring the Local Land & Property Gazetteer (LLPG) and the Local Street Gazetteer (LSG) are created, implemented, maintained and integrated to the highest standards across the Council.

17. Lead responsibility for ensuring accurate Digital Content is available to support the needs of internal users and public, ensuring the supply of open data, online mapping, and any associated digital content required.
18. Responsible for ensuring the Transparency Code requirements for publication of data are met, support and guidance is provided to data owners, and information on future requirements is identified and disseminated to ensure continued compliance.
19. Responsible for championing the use of GIS systems across the Council, where this use can effect improvements and efficiencies for that service area.

**Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

**Compliance**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

**Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

**Qualifications:**

- Educated to degree level in Business Information Systems or Geographical Information or equivalent.
- Prince2 Qualification.

**Knowledge & Skills:**

- Excellent presentation and report writing skills.
- Understanding of Inspire Directive and UK Gemini standards.
- Excellent understanding of the Transparency Code.

- Knowledge of Web Mapping Services (WMS), Web Feature Services (WFS), and Discovery Services.
- Understanding of thematic mapping techniques.
- Knowledge of Public Sector Mapping Agreement.
- Knowledge of copyright.
- Ability to work on own initiative and within a team environment.
- Ability to connect and engage with stakeholders.
- Effective communicator.
- Working knowledge of the current DTF.
- *Desirable* - Knowledge of open data standards.
- *Desirable* - Understanding of user support and liaison.

#### **Experience:**

- Experience of working with MapInfo to edit and create spatial data.
- Experience of geocoding, thematic mapping techniques, performing spatial queries, and extracting data in MapInfo.
- Experience of using MS Office for data collection and processing.
- Knowledge of BS7666 conventions and practice.
- Experience of working to tight deadlines and effectively manage conflicting priorities.
- Experience of publishing datasets in relation to the Transparency Code agenda.
- *Desirable* - Experience of working with Prince methodology for project planning.
- *Desirable* - Experience in creating documents in XML format.
- *Desirable* - Local Government experience.
- *Desirable* - Experience of Ordnance Survey data provision and extraction.

## **Additional Information**

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### **Health & Safety Considerations:**

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: PETE MOULTON (HEAD OF ICT)**

**Date Of Approval: FEBRUARY 2024**