

## Job Description

Job Title	Geographic Information Systems (GIS) Officer
Grade	PO2
Reporting To	Structures & Asset Performance Manager
JD Ref	CSUP0012G

### Purpose

Implement, maintain, and support Geographic Information Systems (GIS), spatial data, and users within the Authority, and process and supply data, implementing licensing and copyright requirements. Implement and manage compliance with data governance and data management.

### Main Duties And Responsibilities

- Implement, maintain and support of GIS, mapping, and spatial data. Implement authority policy on issues relating to geographic information management, including systems and development relating to the service. Support 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 making recommendations on how to address and resolve problems.
- Provide individual tailored and group training to personnel across the authority on mapping software and data. Provide end user training on mapping software to enable personnel to access and navigate the software and tools, load, search, annotate, and query data, export data, create customised maps and output in relevant formats, and create new map data including map objects and attributes. Supply specialist training and support for GIS software to allow users to gain skills or resolve queries in creating maps and undertaking geographic analysis to support their business area, including Highways, Housing, Development Control, Children and Young People, Regeneration, Community Safety, Adult Social Services.
- Undertake GIS 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 carrying out data capture, preparing and maintaining datasets, performing geographic and location analysis, geocoding, writing spatial data queries using SQL, and thematic mapping.
- Liaise with departments to undertake data audits, creating an inventory of spatial data within the authority, collecting metadata, and monitoring service level agreements to ensure metadata and spatial data held in corporate GIS is up to date and accurate.
- Promote the use of spatial data and GIS within the authority by disseminating information in the form of newsletters, emails, and holding events, by attending steering group meetings and coordinating actions, and contributing to the GIS community of practice. Provide specialist support and advice to users and departments to enable the authority to meet

requirements for mapping within systems to support the statutory duties of the Authority, such as Environmental Health, Development Control, Emergency Planning, Schools Admissions, Highways, Traffic, and Street lighting.

- 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.
- 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.
- Manage objectives for Inspire Directive, reporting on the management of obligations and evaluating progress, including reporting on funding received.
- Assist in the implementation of the Local Government Transparency code. Assisting departments with queries, transforming data using required schemas, validating, and publishing data in open format via an appropriate web mapping service to make available on data.gov.uk.
- Collaborate with the Local Land and Property Gazetteer (LLPG) Custodian with data capture and maintenance of the LLPG/ Local Street Gazetteer (LSG) to ensure compliance with changing standards and requirements, including data clarification and validation regarding street and address information. Advising and assisting departments with address matching, including reporting on errors and data inconsistencies, and alerting management to any risks or issues relating to timescales and/or stakeholder relationships.
- Assist with the transfer of departmental and external data into the corporate mapping system, verifying data quality, and managing access by creating workspaces. Manage user accounts to ensure system integrity, including login credentials and access to data. To audit and resolve any misuse of data and advise management as appropriate regarding action required. Assist in the provision and maintenance of spatial data for use by public via the Council website.

#### 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.

### Knowledge & Skills

- Good presentation and report writing skills.
- Understanding of Inspire Directive and UK Gemini standards.



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- Knowledge of Web Mapping Services (WMS), Web Feature Services (WFS), and Discovery Services.
- 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.
- Ability to prioritise own workload.
- *Desirable – Knowledge of open data standards.*
- *Understanding of user support and liaison.*

## Experience

- Experience of working with GIS systems, preferably MapInfo, editing and creating 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.
- Experience of working to tight deadlines and effectively manage conflicting priorities.
- Experience of working to deadlines.
- *Desirable - Experience in creating documents in XML format.*
- *Local Government experience.*
- *Experience of the Local Land and Property Gazetteer, and BS7666 standards.*
- *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: Surjit Tour, Head of Legal & Member Services**

**Date Of Approval: 1st September 2015**



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