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Council

JOB DESCRIPTION

Job Title:	Geographic Information System (GIS) & Data Officer		

Directorate:	Delivery	Salary:	£39,875 - £45,117 includes LW £689

Section:	Digital Change & Service Improvement	Grade:	BG-F (SCP 31-36)

Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

Architect, implement and maintain a robust Geographic Information System (GIS) aligned with statutory, ICT and data management standards, including adherence to Government regulations and the Data Protection Act.

Act as the authoritative figure for GIS data governance within the organisation, managing all aspects of internal and external GIS-related system integrations.

Balance role responsibilities between GIS management and contributing to the data requirements of digital change and service improvement projects within the organisation.

Develop, deploy and manage Power BI dashboards and other data visualisation tools to support data-driven decision-making processes for digital transformation and service enhancement initiatives.

Assure the accessibility and integrity of data for reporting purposes, whether housed in line-of-business applications, SharePoint, spreadsheets, or alternative platforms, thereby facilitating the availability of reliable data for strategic analysis.

Champion the use of data analytics to provide actionable insights, fostering an organisational culture that emphasises evidence-based strategies for digital change and service improvements.

Designation of post and position within departmental structure
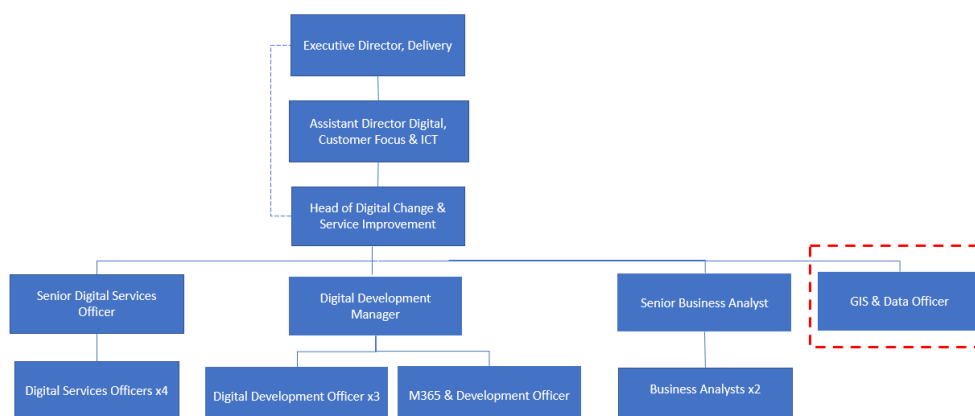
GIS

- To lead on the integrity, management and development of all Corporate GIS datasets and ensure that the data is fit for purpose.

- To lead on the design, creation and maintenance of appropriate GIS intranet and internet-based GIS applications (GIS Live) used by staff, public and partner organisations.

- To lead on geographical (GIS) data integrations with Council IT systems.

- To monitor the use of GIS software and systems throughout the Council, advise on best practice and maintain a GIS strategy as part of the overall IT strategy.

- To act as an advocate across the Council and partner agencies for GIS including liaison with elected members, departmental management teams and partner organisations.

- To act as the Ordnance Survey Principal Contact for the Council and enforce the terms and conditions of the Public Sector Geospatial Agreement (PSGA) covering the use of Ordnance Survey data within the Council and where shared with the Council's third-party partners and chosen contractors, issuing contractor licenses where applicable.

- To establish and maintain automated data extraction processes across Council IT systems and the GIS database using tools such as PowerBI and FME.

Data

- To assist with the development and maintenance of sources of Open Data across the Council and help provide and maintain a portal data site serving internal and external customers.

- Act as the lead for sourcing and delivering data requirements for digital change and service improvement projects, ensuring data accuracy and availability for project life cycles.

- Serve as the subject matter expert in developing and delivering comprehensive dashboards using tools such as Power BI, which provide real-time insights for the assessment and management of both existing and potential new projects.

- Engage in continuous dialogue with project teams to understand their data requirements, ensuring that the data provided aligns with project goals and outcomes.

- Monitor and report on the progress and success of ongoing projects through data-driven evidence, creating a transparent and quantifiable measure of project impact.

- Foster a culture of continuous improvement by regularly reviewing and optimising dashboards and reporting tools to ensure they meet the evolving needs of digital change initiatives and service enhancements.

- Provide training and support to departmental staff in using data and GIS applications, ensuring a high level of data literacy across the organisation to support a data-driven culture.

Scope of role

This scope outlines a dual-focused role where GIS expertise is combined with data management proficiency to support the Council's operational and strategic objectives. The GIS & Data Officer is positioned as a pivotal player in steering the Council's digital and data initiatives, ensuring that geospatial and other data forms are leveraged to their full potential and leveraged to support ongoing digital transformation and continuous service improvement.

The GIS & Data Officer position is a highly autonomous role that requires the capacity to work with minimal supervision while making strategic decisions that significantly impact the Council and its constituents. The individual in this role will be instrumental in shaping decisions and providing expertise that could influence future service demands, as well as vital commissioning and investment choices. Representing the Council in discussions with critical stakeholders, including elected officials and partner agencies, is a key aspect of the job.

Communication skills are paramount, as the postholder must articulate complex information in a manner that not only engages but also directly contributes to the Council's strategic direction. Internally, the responsibility includes ensuring that mapping software, services and associated data, are aligned with the current and future needs of the Council. Externally, the role involves ensuring that the Council's map-based services are presented in a manner that is clear, accessible, non-discriminatory, and accurate, thereby meeting the needs of the public and partner organisations effectively.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Qualified at degree level in Geographic Information Systems (GIS), Computer Science, Data Science, or a related field. Professional certification or demonstrable experience in GIS and data analytics tools such as ESRI ArcGIS, Power BI, and FME. Evidence of project management experience. Evidence of continuing professional development Evidence of data analysis skills and use of presentation tools such as Power BI	Master's Degree in GIS Project management qualification e.g., PRINCE2 or AGILE Professional certification in Data Management or equivalent
Competence Summary	Proven track record in managing and developing GIS datasets and applications including ESRI ArcGIS Pro and open-source solutions such as QGIS. Extensive experience in data governance and conducting GIS integrations with IT systems. Experience in the management of complex databases. Expert knowledge and experience of working with a GIS system in a complex public sector organisation. Strong technical skills in GIS and an in-depth understanding of GIS principles and data analysis. Proven ability to support users across the authority in their use of GIS systems, techniques and approaches through training and demonstration. Solid experience in project management, particularly in digital transformation and service improvement initiatives.	Experience creating applications using ESRI ArcGIS Online. Familiar with using and managing data in a Microsoft SQL Server database. Experience using data management tools such as FME Desktop/Server. Knowledge of business process mapping and how GIS / spatial data support the process and apply this knowledge to solve problems and deliver change. Experience as a liaison with government bodies and managing statutory compliance, preferably with knowledge of the Public Sector Geospatial Agreement (PSGA).

Adept in fostering a data-driven culture within an organisation and providing training and support to staff.

Demonstrable experience in creating, deploying and managing data visualisation tools, particularly Power BI dashboards.

Hands-on experience with data extraction, data quality and integrity assurance.

Analytical and problem-solving abilities, with a keen eye for detail and the capacity to foresee service demands and inform high-impact decisions.

Capability to oversee data management for internal and external services, ensuring clarity, accessibility and non-discrimination.

Exceptional communication and advocacy skills, with the ability to engage a wide range of stakeholders and simplify complex information.

Broad knowledge of industry standards for GIS data and demonstrated experience and knowledge of a variety of data types.

Advanced user of Microsoft Office applications, including Excel for data manipulation.

Work-related Personal Requirements	A strong advocate for the use of GIS and data analytics in enhancing service delivery and decision-making processes.	Proven focus on continuous learning.
	A proactive team player who can effectively engage with colleagues, elected members and external partners.	An innovative approach to digital change, looking for ways to improve services and organisational processes through the use of data.
	Commitment to continuous professional development and staying abreast of advancements in GIS and data management technologies.	
	Ability to handle sensitive information discretely and in	

	compliance with data protection regulations.
Other Work Requirements	Able to work out of hours when required**.**
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.