

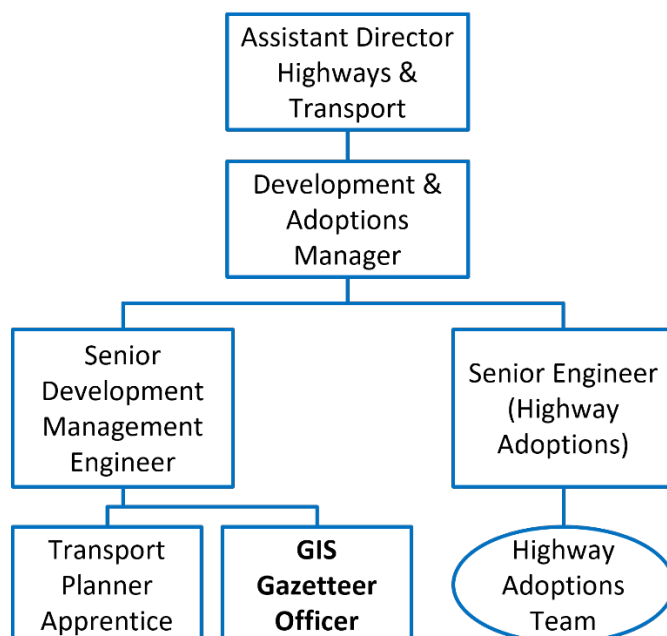
JOB DESCRIPTION

Job Title:	GIS & Gazetteer Officer		
Directorate:	Place Planning & Regeneration	Salary:	£27,803 - £33,024 plus £689 London Weighting
Section:	Highways and Transport	Grade:	BG-H, SCP15-24
Location:	Time Square	Work Style:	Home flex

Key Objectives of the role

- To direct, implement and maintain the Local Land & Property Gazetteer (LLPG) and the Local Street Gazetteer (LSG) and act as the key point of contact for address data related matters within and external to the authority.
- To provide a GIS mapping and data service within Place Planning & Regeneration.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To maintain the Local Land & Property Gazetteer (LLPG) and the Local Street Gazetteer (LSG) and act as a key point of contact for addressing matters within and external to the authority.
- To work in line with the GeoPlace 'Data Entry Conventions and Best Practice for Streets' and 'Data Entry Conventions and Best Practice for Addresses' respectively while sending regular updates to GeoPlace.
- To monitor and analyse the LLPG data for quality assurance, in particular the measures and administration systems to validate its correctness.
- To act as Data Co-operation Agreement (DCA) Primary Contact and ensure that the Council meets the contractual requirements referred to in Schedule 1 (Authority Services) of the DCA signed by the organisation and GeoPlace.
- To maintain existing data links and lead on new integrations between the LLPG data source and Council IT systems.
- To advise managers throughout the Council on the design of property-based software solutions and their relationship to the corporate property database.
- To promote the use of Corporate Gazetteers throughout the Council and provide training and guidance to officers where appropriate.
- To represent the Council on external groups relating to gazetteer issues including national and regional meetings.
- As Local Street Gazetteer (LSG) custodian, maintain streets and associated street data. Ensure consistency between the address and street data and act as liaison between highways, street works, and external stakeholders.
- To help provide a GIS mapping & support service to the Place Planning & Regeneration department.
- To create, prepare, translate, and maintain spatial data in accordance with industry best practice and GIS standards to produce maps and analysis as required by the department.
- To promote and support the use of GIS across Place Planning & Regeneration by assisting users in solving basic technical or operational problems.

Scope of role

- The postholder is responsible for ensuring that property and street addressing systems meet the needs of the Council and its customers now and in the future.
- The postholder will work with and across multiple teams in the Place Planning & Regeneration department.
- The postholder will be required to represent the Council in dealings with key stakeholders including partner agencies.
- 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	Educated to HNC/HND/BTEC/degree or equivalent national standard.	A recognised qualification in Geographic Information Systems.
Competence Summary (Knowledge, abilities, skills, experience)	<p>A minimum of two years' experience in a similar or related role using GIS or Land, Property and Street database systems, including the requirements of BS7666</p> <p>Knowledge of BS7666 and GeoPlace best practice and standards documents covering street and property addressing</p> <p>Computer literate (use of MS office and other typical general office packages).</p> <p>Experience of working with spatial data and/or Ordnance Survey maps and/or GIS systems.</p>	<p>Experience using the IDOX Uniform Gazetteer Management System</p> <p>Advanced user of Microsoft Excel with understanding of data conversion and manipulation techniques.</p> <p>Ability to support staff in understanding and using GIS.</p>
Work-related Personal Requirements	<p>Good oral, written communication and graphic presentation skills.</p> <p>Ability to work in a methodical and systematic way with particular emphasis on accuracy and attention to detail.</p> <p>Able to schedule workload to achieve deadlines.</p> <p>Able to work on own initiative when required.</p>	
Other Work Requirements	<p>Able to work as part of a small, busy team.</p> <p>Undertake site visits within the Borough and attend meetings/events at a regional level if required.</p>	<p>Able to work outside of core hours when required.</p> <p>Hold a current, full, UK driving licence.</p>

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.

