



Job Description

Job Title:	GIS Officer
Grade:	Grade 6
Section:	Business Excellence
Reports to:	GIS Analyst
Responsible for:	None

The Job

Is to:

- maintain spatial data and software to ensure it is up to date and fit for purpose;
- provide mapping services to colleagues, partners and project managers and advise where GI methods can solve problems and offer opportunities;
- be a friendly and approachable point of contact for users of mapping applications and promote the use of GIS technology throughout the business;

The Bigger Picture

You will:

- work with the GIS Analyst to test and implement new software and data solutions;
- use GIS data capture methods to improve the quality of existing datasets and create new datasets;
- create training materials tailored to the needs of different user groups and deliver training;
- appraise open source data and software and assess how they can be used to meet the needs of the business.

The Day to Day

You will:

- be an inquisitive and creative member of a team that seeks out innovative solutions that will enhance WDH's geospatial capability.
- use data manipulation techniques to better understand large, complex datasets extracted from core business systems;
- use GIS, database and business intelligence software to undertake geospatial and statistical analysis to support the work carried out by the Business Intelligence team;
- provide maps and other mapping services in response to ad hoc requests from colleagues;
- maintain key GIS file-based datasets and spatial databases on a scheduled basis;
- monitor the Ordnance Survey (OS) product release cycle and update the GIS with new data;

- provide help and support to colleagues using desk-based and web-based mapping applications;
- work with GIS software and data suppliers, and help manage supplier contracts when required;
- undertake any other duties commensurate with the overall purpose of the job and the grade.

Personal Contacts:

Internal:

External:

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
Qualifications and Training				
A qualification at level 4 of the Qualifications and Credit Framework, such as a HNC, Award, Certificate or Diploma at Level 4 or equivalent in GIS or a related discipline.	✓		AF/CQ	✓

Determination				
Ability to work under own initiative, with users and other team members.	✓		AF/I	
Capable of delivering results to tight deadlines and under pressure.	✓		AF/I	
An active member of the tech/data community.		✓	AF/I	

Nous				
Experience of using GIS software and applying to problems in a commercial or academic context.	✓		AF/I	✓
Experience of working with OS Open Data and other open data sources.	✓		AF/I	✓
Experience of creating maps using GIS software for a range of purposes.	✓		AF/I	✓
Experience of using spreadsheets, preferably with experience of using pivot tables and other data manipulation techniques, to analyse data in a commercial or academic context.	✓		AF/I	✓
Understanding of data protection and freedom of information.	✓		AF/I	
Knowledge of database management system structures		✓	AF/I	

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
and SQL.				
Knowledge of spatial analysis and spatial statistics.		✓	AF/I	
Experience of collaborative working with partners.		✓	AF/I	
Training and knowledge transfer skills.		✓	AF/I	

Attitude				
Strong communication skills, including the ability to provide clear and concise analyses to a non-expert audience.	✓		AF/I	✓
An inquisitive and enquiring mind.	✓		AF/I	
An open and friendly manner and a willingness to help others.	✓		AF/I	
Excellent problem solving skills.	✓		AF/I	
Experience of creating and delivering thought-provoking presentations.		✓	AF/I	

Additional Requirements of the post				
The post holder may be required to work outside normal office hours on occasion.		✓	AF/I	
The post holder must hold a valid driving licence and have daily access to a vehicle to travel throughout the district.		✓	AF/CQ	

Key
 AF - Application Form
 I - Interview (this may include a presentation and occupational test where appropriate)
 CQ - Certificate of Qualification
 R- References