



Coventry City Council

Job Description

Job Title:	Geographical Information Systems (GIS) Officer	Job Number:	A5615
Directorate:	One Coventry	Post Number:	1036414 / 1036415
Service:	Public Health, Insight and Migration / Information & Communications Technology and Digital	Grade:	6
Location:	One Friargate, Coventry CV1 2GN		

Job Purpose:

To lead and support the delivery geographical information systems (GIS) applications to ensure the authority delivers its statutory duties, manage public services and disseminate information. To support the development, administration, delivery and maintenance of Coventry's Local Land and Property Gazetteer (LLPG) and its implementation across the organisation; and to collect, analyse, administer, interpret data to deliver corporate GIS and gazetteer strategies and management policies for corporate GIS and data management, ensuring Coventry City Council optimises value and opportunities from the technology.

Main Duties and Responsibilities:

- Manage and develop GIS applications and the creation of databases to deliver objectives.
- Build upon and maintain the corporate GIS systems and data warehouse platforms to help managers commission and provide services to meet local demand, in line with the Public Sector Geospatial Agreement (PSGA).
- Support the management and development of Geographical Information Systems (GIS) and the Local Land and Property gazetteer within the City Council and in partnership with other organisations.
- Understand and interpret the LLPG Data Entry Conventions and BS7666 standards including changes made at a national level and apply the standards in maintaining the LLPG.
- Deputise for the GIS Manager as and when necessary, to translating the Council's strategic vision, values and priorities into clear, practical objectives for the delivery of Corporate GIS and data services.
- Liaise with internal and third parties in the production of information to agreed deadlines and for the resolution of queries.
- Support the rollout of GIS technologies across the council and develop solutions to integrate current systems.
- Deal with LLPG enquiries from throughout the council. Providing advice on the use of BS7666 and implications for the councils' data. Including undertaking address matching of internal and third-party address data and liaise on errors and resolutions.
- Act as a specialist and expert on all GIS aspects of technology work in particular the use of MapInfo, Spectrum Spatial Analyst and Geographic data in general, and provide knowledge, expertise and advice to specialists and non-specialists across the organisation.
- Keep abreast of technology and legislative changes within the area of responsibility; proactively disseminate relevant information to team members and colleagues.

- Work with key stakeholders to achieve continual improvement in the delivery of the corporate geographic information service.
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- Support and develop the Corporate GIS mapping service delivery including maintenance of corporate GIS data and the deployment and maintenance of data repositories for use by desktop and web GIS applications.
- Develop GIS training courses and material for use across the Council and provide ad hoc support and advice on the use of the applications to the user base.
- Establish effective partnership working with other organisations, agencies and customers to ensure the development, continuous improvement and review of services.
- Promote good external relations and the interests of the Authority by representing the Authority at regional and local levels.
- Ensure GIS and address data policies, processes, standards and tools are consistently applied and adhered to and ensure the integration of geographic information with front and back office systems.
- Provide professional advice and support to elected members, corporate leadership team and extended leadership team, and all service areas within the authority on the use and application of geographic information.
- Provide quantitative and qualitative analysis, consultation and support to deliver key services and developments including programs or projects or priority areas of work as set out in the team plan, with a particular focus on the manipulation, analysis and presentation of sociodemographic analysis and geospatial data.
- Design, implement, and maintain information systems and data management programmes in order to support the activity of the GIS.
- Create and maintain appropriate documentation, records, and configuration items in line with best practice guidance for service management.
- Analyse complex trends in population health, service provision and demographic change, involving a range of interdependent factors to predict future trends, service needs and opportunities for local communities.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: GIS & LLPG Assistants; apprentices, placements, and interns

Responsible to: GIS Manager

Date Reviewed: November 2020

Updated: November 2020



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Extensive knowledge of Geographical Information Systems and their application including concepts of data management, data quality and associated tools.• Extensive knowledge of LLPG Data Entry Conventions and BS7666 standards for gazetteers.• Data management concepts• Database design and function.• MapInfo Professional, Spectrum Spatial Analyst or similar• INSPIRE Directive.• Qualitative and quantitative research methods, data analysis and modelling• Data protection (General Data Protection Regulation) and Freedom of Information legislative framework
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Skills and Abilities:	<ul style="list-style-type: none">• Able to work on own initiative and as part of a team.• Effective communication by written, oral and electronic means.• Strong interpersonal, analytical, influencing and negotiating skills.• Ability to break down large issues/projects into component parts.• Ability to build, lead and motivate diverse teams in achieving complex solutions.• Extensive technology skills and understanding.• Knowledge of and understanding of organisational and business needs with excellent operational skills.• Customer awareness and customer care in the definition in the delivery of services.• Ability to analyse trends in GIS and the opportunities that these offer the Council.• Ability to convert business need into pragmatic technology solutions.• Ability to re-prioritise, recognising the difference between, tactical and strategic and, urgency and importance
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Experience:	<ul style="list-style-type: none"> • Experience of maintaining an LLPG compliant to BS7666 preferably using Symphony iManage. • Experience in the use of GIS software preferably MapInfo Professional and Spectrum Spatial Analyst. • Experience in the use of Microsoft 365. • Analysing qualitative and quantitative data • Writing reports for different audiences • Prioritising work, managing time and working under pressure to deliver to deadlines • Working with multiple organisations and people at all levels of an organisation • Working in project teams and/or matrix working
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Educational:	<ul style="list-style-type: none"> • Educated to degree level, equivalent professional qualification or qualified by experience. • Recognised qualification in GIS or relevant training / experience in use of GIS
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Special Requirements:	<ul style="list-style-type: none"> • Ability to be co-located with other directorate or partner organisation, depending on needs of specific projects
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Date Reviewed: November 2020

Updated: November 2020