

Job Description and Person Specification

Role: GIS Officer



Job Description

Job Title	GIS Officer
Grade	6
Service	Digital Services
Reports to	GIS Manager
Location	One Friargate, Coventry, CV1 2GN
Job Evaluation Code	A5615



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our Priorities – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

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 & Key Accountabilities

Core Knowledge

- 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
- 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, 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.

Key relationships

External GeoPlace, Ordnance Survey and software application suppliers.	Internal Digital Services colleagues. Colleagues from business areas across the Council including Planning, Highways, Environmental, Electoral and Waste services.
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: None
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Person specification

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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. 	
<ul style="list-style-type: none"> • Extensive knowledge of LLPG Data Entry Conventions and BS7666 standards for gazetteers. 	
<ul style="list-style-type: none"> • Data management concepts. 	
<ul style="list-style-type: none"> • Database design and function. 	
<ul style="list-style-type: none"> • MapInfo Professional, Spectrum Spatial Analyst or similar 	
<ul style="list-style-type: none"> • INSPIRE Directive. 	
<ul style="list-style-type: none"> • Qualitative and quantitative research methods, data analysis and modelling. 	
<ul style="list-style-type: none"> • Data protection (General Data Protection Regulation) and Freedom of Information legislative framework. 	
Skills and Abilities	
<ul style="list-style-type: none"> • Able to work on own initiative and as part of a team. 	
<ul style="list-style-type: none"> • Effective communication by written oral and electronic means. 	
<ul style="list-style-type: none"> • Strong interpersonal, analytical, influencing and negotiating skills. 	
<ul style="list-style-type: none"> • Ability to break down large issues/projects into component parts. 	
<ul style="list-style-type: none"> • Ability to build, lead and motivate diverse teams in achieving complex solutions. 	
<ul style="list-style-type: none"> • Extensive technology skills and understanding. 	
<ul style="list-style-type: none"> • 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.

Experience

- 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.

Qualifications

- Educated to degree level, equivalent professional qualification or qualified by experience.
- Recognised qualification in GIS or relevant training / experience in use of GIS.

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.

Date Created	November 2020	Date Reviewed	October 2024
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