

Job Description

TITLE:	SPATIAL INFORMATION TECHNICIAN
POST NUMBER:	FCS XXX
DIRECTORATE:	RESOURCES
TEAM:	ICT TEAM
LOCATION:	CIVIC CENTRE, ESHER, SURREY, KT10 9SD
RESPONSIBLE LINE MANAGER:	GIS AND LLPG MANAGER
BUDGETARY RESPOSNBILITIES:	NONE

The main purpose of the Job

1. To assist with the Street Naming and Numbering (SNN) duties for the Council including liaising with Customers, Councillors and suppliers for the process and production of new or changed addresses and installation of street name plates.
2. To deal with any SNN queries from Councillors or Customers.
3. To assist the GIS and Gazetteer Manager in the development, implementation and day to day administration of the Council's Gazetteer and Geographic Information Systems (GIS)
4. Promote the use of corporate GIS and LLPG by providing advice, information, solutions and training in support of business applications and participate in projects as required.
5. Provide technical support for the development, testing and on-going integration of the LLPG and GIS with other Council systems.
6. To ensure support and development of Council systems meets ITIL standards
7. Support new government initiatives and partnership working.
8. Ensure compliance with national and local standards for security (e.g. Code of Connection and information management (e.g. BS7666, GDPR)

Specific Duties and Responsibilities

1. Day to day maintenance of the Local Land and Property Gazetteer (LLPG) and the Corporate GIS.
2. Provide advice, support and training to Council staff in the use of the GIS and LLPG
3. Liaise with both internal service areas and external organisations in maintaining the LLPG and GIS.
4. Support the Street Naming and Numbering (SNN) function and implement policy as required
5. Work with colleagues in the ICT team to provide a joined up and responsive support service in line with service level agreements (SLAs) and local processes (e.g. ITIL change control).

Gazetteer Management System

1. Carry out daily maintenance of the LLPG including data capture, data matching and cleansing
2. Implement property life cycle processes and procedures ensuring address change intelligence is implemented into the LLPG.
3. Ensure that addressing standards and data entry conventions are fully adhered to in address creation and maintenance processes of LLPG.
4. Support integration between departmental systems and the LLPG
5. Implement data quality improvements as required and defined by LLPG Custodian

Street Naming and Numbering & Street Name Plate Provision

1. Support Custodian in the implementation of the consultation process, in accordance with the Council's adopted policy.
2. Provide support in dealing with requests to change or create property names and numbers and produce any documentation as requested.
3. Carry out site visits within the borough to investigate complaints regarding street nameplate and maintain digital spatial survey of existing street nameplates to determine replacement and inspect work carried out by erecting contractor.
4. Produce documentation in connection with the placing of orders for street name plate signs
5. Liaise with and co-ordinate the street name plate supplier and erecting contractors.
6. Monitor the capital and revenue budgets for the provision of street nameplates

GIS Development and Support

1. Assist in the implementation, maintenance, training and support of the Corporate GIS and Mapping Service across the Council, including internet, intranet and mobile GIS.
2. Assist in team projects, support data capture, data analysis, data management and updates for both internal and external datasets as requested by the GIS and Gazetteer Manager.
3. Support the provision of cartographic map production and publishing services
4. Support the testing of upgrades to the GIS system software
5. Ensure Elmbridge GIS data is created and used in compliance with data standards and policies such as GEMINI, INSPIRE, GDPR and PSMA.

General

1. Contribute to the Council's ICT Service Delivery Programme
2. To deliver day to day activities and projects in a customer focussed and proactive manner
3. At all times carry out the above duties with due regard to the Council's data protection, disaster recovery, security and audit requirements with respect to GIS/LLPG, the Council's health and safety policy, equal opportunities and all other corporate policies.

No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.

Standards of Conduct

The Council expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Personal and Sensitive Data

To have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Performance Review and Staff Development

The Council expects all staff to participate in its processes for performance review and staff development. Those with a managerial responsibility must ensure that all staff within the section have a Performance Review at least once a year, with a six-monthly review.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Signatures – line manager and job holder

Signed.....

Dated:.....

line manager

Signed.....

Dated:.....

postholder

Person Specification

Please read the details on this form carefully before you complete your Application Form.

This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.

For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post. These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken. You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Job Title: Spatial Information Technician	Post No: FCS xxx
Division/Section: ICT Team/GIS	Grade: S5 - 6
Directorate: Resources	Hours: 36 per week
Salary: £24,302 to £28,741	Car Allowance: Casual Car User

The salary review date is 1st April each year

	Key job requirements based on the Job Description	Desirable / Essential	To be tested by: (√) as appropriate		
			App Form	Test	Int' view
	<u>Qualifications and Education</u>				
1.	Educated to GCE A Level or equivalent standard.	Essential	√		√
2.	Qualification or related experience in GIS, SNN or LLPG	Essential	√		√
	<u>Experience</u>				
3.	Recent experience of working with GIS, SNN or LLPG preferably in a Local Government Environment	Essential	√	√	√
4.	Experience of using a BS7666 compliant GMS, property life cycle and data entry conventions for the storing and managing of addresses.	Desirable	√		√
5.	Proven experience of MS Windows, MS Office	Essential	√	√	√
6.	Experience implementing Street Naming & Numbering	Desirable	√		√
7.	Experience of data management, input and cleansing (preferably addressed based) to predefined procedures.	Desirable	√		√
8.	Exposure to GIS software preferably Cadcorp, QGIS, FME, GMS and POSTGIS to capture and/or maintain data.	Desirable	√		√
	<u>Knowledge/Skills/Abilities</u>				
9.	Excellent GIS & IT skills. - Understanding of databases and basic SQL, ability to apply cartographic principles, carry out data capture, support web mapping services and experience of using MS Access.	Essential	√	√	√
10.	Knowledge and understanding of LLPG maintenance and implementation of the property life cycle.	Desirable	√		√
11.	Understanding of the Street Naming and Numbering process, regulations and policies.	Desirable	√		√
12.	Knowledge and understanding of data quality issues and quality assurance techniques	Desirable	√		√
13.	Communicates effectively at all levels	Essential	√		√
14.	Good organisational skills	Essential	√		√
15.	Ability to implement and follow procedures	Essential	√	√	√
16.	Have an innovative approach to problem solving	Desirable	√		√
17.	Knowledge and experience of ITIL, GDPR, BS7666, GEMINI & DTF	Desirable	√		√

	<u>Special Requirements</u>				
18.	Demonstrate an understanding and commitment to the Council's strategic priorities and the national agenda for both local government and GIS/Gazetteers	Essential	√		√
19.	Work co-operatively as part of a team.	Essential	√		√
20.	On request, must be prepared to work, outside of core business hours.	Desirable	√		√
21.	Current driving licence and own transport	Desirable	√		√