

JOB DESCRIPTION

Job Title	Corporate GIS Coordinator
Salary Scale	PO9-12 (£32,487 - £34,986) Pay award pending
Directorate	Environment and Economy
Division/Service	Warwickshire Observatory
Primary Location	Barrack Street, Warwick
Responsible to	Warwickshire Observatory Manager
Duration	Temporary until 31 March 2009

Purpose of the job:

To develop, coordinate and manage GIS and GI-related activities across Warwickshire County Council, to make best use of GI systems, data, and other resources.

Principal duties:

1. To develop, manage, maintain, and monitor a GIS Strategy for the County Council, along with relevant Action Plans, to be agreed with Directorates in accordance with the corporate ICT Strategy.
2. To promote and champion the potential of GI and GIS in improving internal efficiency and services to the public, particularly in those Directorates who are not traditional map or GI users.
3. To liaise with users and potential users of GIS to identify opportunities for improved sharing of data, systems and other resources, and to Chair the Council's cross-Directorate GIS User group.
4. To monitor technical, organisational and legal issues affecting GI-related activities within the Authority and to make appropriate recommendations as necessary.
5. To identify, develop, and promote relevant GI standards across the Authority.
6. To define, obtain support for, and where appropriate manage, projects to enhance the corporate use of GI.
7. To establish and maintain suitable arrangements to ensure that GI issues, systems and data are understood by all relevant staff, including senior management, central and Directorate-based ICT teams and service managers.
8. To liaise with internal staff, GIS suppliers and GI data providers in specifying and securing appropriate, cost-effective systems and data for use within the County Council.
9. To represent the County Council in appropriate National, Regional and County-wide bodies and to liaise with external partners such as District Councils as required.
10. To carry out the role of Authority Liaison Officer in implementing the Mapping Services Agreement.

11. To be responsible for the establishment of a GI support service within the Council.
12. To define the responsibilities of, appoint, and manage a GIS Officer.
13. With the GIS Officer, develop the use of the existing Oracle-based infrastructure as a means of storing, disseminating and analysing spatial data across the authority.
14. To report the benefits and effectiveness of the more corporate approach to GIS.
15. To undertake any other reasonable responsibilities within the scope and spirit of the post.

Date: 29 August 2007

PERSON SPECIFICATION

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Please ensure that you meet all of the essential criteria provided on the Person Specification when completing your application form.

ESSENTIAL	Measured by: A. Application form T. Test/exercise I. Interview P. Presentation D. Documents
Relevant Degree and /or other Professional Qualifications	A & I & D
Several years experience of working with GIS and GI, including some time in a strategic role	A & I & T
Experience of achieving and delivering results in a politically sensitive context	A & I & T
A strong high-level understanding of current developments in all aspects of GI management which may affect local authorities	A & I & T
Excellent communication and interpersonal skills	A & I & P
Excellent customer focus skills	A & I & P
Excellent partnership and negotiating skills and the ability to influence others	A & I & P
Ability to work effectively on own initiative	A & I & P
Flexible in relation to working hours	A & I
Consistent and effective record of attendance at work	A & I

DESIRABLE	Measured by: A. Application form T. Test/exercise I. Interview P. Presentation D. Documents
Continuing professional development	A & I
Previous supervisory experience	A & I & T
Previous Project Management experience, particularly, using PRINCE 2	A & I & T
Experience of working in a Local Authority, especially in a Corporate GIS environment	A & I & T
A good understanding of current trends in ICT	A & I & T
A good knowledge of key datasets in use in local authorities, such as Ordnance Survey data and NLPG	A & I & T
A good understanding of information / data management principles and practice	A & I & T
Knowledge of CAD and its potential within a large organisation context	A & I & T

Date: 29 August 2007

CONDITIONS OF SERVICE (Single Status)

Corporate GIS Coordinator

Salary

The salary paid will be within the range advertised, on the scale PO9-12 (£32,487 - £34,986). Salaries are paid monthly in arrears.

Payment is made via the Bank Automated Crediting System; therefore it is a requirement that you have a recognised bank or building society into which your salary can be paid.

Working Hours

Normal working hours for this post are 37 hours per week.

Annual leave

The leave year runs from 1 April to 31 March and annual leave entitlement varies in accordance with your spinal column point and the length of your continuous local authority service. Continuous service is measured in full financial years.

Your leave entitlement will be at least 23 days per annum dependant on the above. In addition you will be eligible to 9 days public holidays. If working part-time holiday is calculated on a pro-rata basis.

Pension Scheme

As a new employee you will automatically become a member of the Local Government Pension Scheme unless you elect to opt out. The scheme requires you to make a contribution of 6% of your salary.

Probationary Period

The appointment is subject to a probationary period of six months unless you have continuous service with another local authority and have successfully completed the probationary period.

Car Allowance

All employees (essential or casual users) who use a vehicle in connection with Council business must ensure that the vehicle is insured for 'business' use.

If the person specification states that you are required to provide a suitable motor vehicle in order to carry out your duties you will be paid an allowance as an 'essential car user'.

Other Conditions

Any appointment made would be subject to:

- a) Receipt of satisfactory references from your referees, including your current employer (or most recent employer if unemployed)
- b) Medical clearance
- c) Documented evidence that you are eligible to work in the UK
- d) A satisfactory criminal records disclosure from the Criminal Records Bureau if you have contact with children or vulnerable adults