

VACANCY NO: 7467
CLOSING DATE: 28th January 2008

Job Description

POST TITLE:	Information & Mapping Assistant
POST NUMBER:	001324
DEPARTMENT:	Planning and Economic Development
LOCATION:	Council Headquarters
RESPONSIBLE TO:	Project Manager (GIS)
RESPONSIBLE FOR:	Not applicable
GRADE:	APII/III
SALARY/RATE OF PAY:	£17,352 - £21,189 (review pending)
HOURS/WORK PATTERN:	35 hours per week
RESOURCELINK POST STATUS	Permanent
CONTRACT STATUS:	Temporary until 30 th September 2008
DISCLOSURE STATUS:	Not Applicable
REGISTRATION REQUIREMENTS:	Not Applicable
CAR USER STATUS:	Casual
POLITICAL RESTRICTIONS:	Not Applicable
DATE GRADING APPROVED & RESOURCELINK NUMBER	Not Applicable

PURPOSE

The postholder will provide support in the development of the computer based information systems of the Planning and Economic Development Department, undertake general technical support, and service mapping and information requests, within Planning and Economic Development, both at Headquarters and across all Area Offices.

PRINCIPAL DUTIES & RESPONSIBILITIES

- To help prepare, design and provide a wide range of mapping requirements, using Geographical Information System (GIS) software (ESRI's ArcGIS), in either hard copy or electronic format.
- To create, maintain and update a range of digital spatial data sets, including digitising and data entry of attribute information and metadata, such as the current Local Plan.
- To assist in raising the awareness / skill levels of all staff in the practical use of information technology , such as the Department's GIS software applications (ArcView / ArcIMS / MapAccess / UNI-form V7 Spatial), and its potential uses, including the daily support of these users.
- To undertake and manage research and information activities for the plans and research team or other teams, such as the annual housing land availability audit, as requested.
- To assist, support and provide cover for the work of the Information Systems Officer (Planning and Economic Development) in the development of all departmental computer based information systems, including GIS and UNI-form V7 Spatial.
- To undertake the management of photographic slides as well as digital and analogue aerial photographs.
- To create graphical information in either digital or hard copy format (such as signs, photographs or texts for presentation, display, reports, meetings or exhibitions) as may be required for the Department or Council.
- To assist with presentations, document production, scanning and other office duties as may be required to support the work of the Department.
- To process public requests for information, publications, mapping etc.

- To provide technical support (in setting up and with user guidance) for the audio visual and photographic equipment of the Portfolio, both at Headquarters and across all Area Offices, for meetings, exhibition or other purposes.
- To assist with any land survey work and provide site project assistance, in measurement and information recording, as may be required,
- To prepare site and feu plans as required.

RESOURCE RESPONSIBILITIES:

- To help keep a general inventory (and monitor the use) of audio visual and technical equipment,
- To help undertake an audit of the Department's 'slide' library resource (and commence the process of digitising images and classifying images),
- To maintain the supply of technical materials required by the Department.

OTHER DETAILS:

Appropriate computer systems training will be made available, as necessary.

HEALTH & SAFETY STATEMENT**EMPLOYEES**

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Director of Planning and Economic Development to meet the needs and responsibility of the Service and the Council.

“Note: The salary/pay grading of all administrative, professional, technical, clerical and manual posts is under review as part of the implementation of the Single Status Agreement covering Scottish Local Authorities. The Single Status Agreement may also result in changes to terms and conditions of employment following negotiation with the trade unions.”

Person Specification

POST TITLE: Information & Mapping Assistant
POST NUMBER: 001324
DEPARTMENT: Planning and Economic Development

EDUCATION / QUALIFICATIONS:

Essential

- HNC or HND in either Information Technology, Cartography, Planning or a related discipline, OR
- Relevant demonstrable experience.

EXPERIENCE

Essential

- Experience of using a Windows based GIS application to create and edit spatial data and graphics or experience in the creation and editing of databases and experience of the creation and editing of graphic objects
- Experience of MS Access, including report creation
- Experience of graphics/desk top publishing applications
- Experience of image manipulation software.

Desirable

- Experience of working within a Local Government Department or similar public sector organisation.
- Experience of map production.
- Experience of using ESRI's ArcView GIS application
- Experience of using photographic slide/negative scanning software and hardware.

SKILLS AND KNOWLEDGE

Essential

- A sound understanding of the principles of GIS
- Computer literacy, particularly with MS Office applications
- Graphical/Cartographic skills and an understanding of computer based design
- Demonstrable neat and tidy work and presentational skills.

Desirable

- Familiarity with internet based technologies
- Computer aided design (CAD) skills
- A good understanding of map systems and familiarity with Ordnance Survey digital data
- An understanding of the land use planning system.

PERSONAL ATTRIBUTES

Essential

- Organisational ability, self motivation, and ability to meet deadlines
- Ability to learn new skills
- Ability to work as part of a team
- A valid driving licence and access to personal transport.

PRE EMPLOYMENT CHECKS

Essential

Satisfactory Medical Statement - see Information for Applicants for more details.
Satisfactory References

OTHER DETAILS

- Undertaking of other relevant duties which may be required by the Director of Economic Development & Environmental Planning to meet the needs and responsibilities of the Department,
- Must be prepared to commit to a personal programme of Continuing Personal Development,
- Willingness to learn new skills and undertake further training.

Informal enquiries may be made to Mr Jon Laws, Project Manager (GIS), Tel (01835) 824000 Ext. 5863.

HEALTH:

OCCUPATIONAL HEALTH JOB ANALYSIS FORM

POST NO.	001324	JOB TITLE	Information and Mapping Assistant			
DEPARTMENT	PED	HR ASSISTANT NAME	J Kinmond			
VACANCY NO.	7467	Finance Code: PB1101				
<i>Please indicate choice</i>			N	O	F	C
Environmental Exposures						
Outside work				x		
Extremes of temperature			x			
Potential for exposure to blood or body fluids			x			
Noise (greater than 80dba – 8hrs twa)			x			
Vibration			x			
Exposure to hazardous substances (e.g. solvents, liquids, dust, fumes, biohazards) Specify			x			
Other hazards – e.g. hazardous or dirty waste Specify			x			
Ionising radiation (State if classified worker Yes/No)			x			
Equipment/Tools/Machines used						
Food handling			x			
Driving e.g. car/ van/ LGV/ PCV/ Transport of clients				x		
Frequent hand washing			x			
Computer use						x
Patient handling equipment. Specify			x			
Use of latex gloves			x			
Vibrating tools			x			
Psychosocial issues						
Face to face contact with public				x		
Exposure to verbal aggression			x			
Exposure to physical aggression			x			
Lone working			x			
Ability to control pace of work					x	
Ability to control own workload					x	
Responsible for managing/ supervising staff			x			
Vulnerable clients – children/ emotionally disturbed/ elderly			x			
Exposure to distressing or emotional circumstances			x			
Shift work/ night work/ on call duties			x			
Physical Abilities (if loads are handled, enter load size in box)						
Client manual handling			x			
Load manual handling. Specify			x			
Crouching			x			
Kneeling			x			
Pulling			x			
Pushing			x			
Lifting			x			
Sitting						x
Standing				x		
Stooping				x		
Walking				x		
Climbing – ie. step stools, ladders			x			
Fine motor grips			x			
Gross motor grips			x			
Reaching below shoulder height			x			
Reaching at shoulder height			x			
Reaching above shoulder height			x			

GUIDE

Never : Never **Occasionally** : up to 1/3rd of time
Frequently : up to 2/3rd of time **Constantly** : more than 2/3rd of time