

HAMBLETON DISTRICT COUNCIL

DEVELOPMENT DATA TEAM

JOB DESCRIPTION

POST NO :	
POST TITLE :	GIS TECHNICIAN
SALARY GRADE :	GRADE 7
RESPONSIBLE TO :	DEVELOPMENT DATA MANAGER

JOB PURPOSE:

To support the provision of mapping within the Development Data Team for internal and external customers and also related duties in connection with the Corporate Geographic Information System (GIS):

PRINCIPAL DUTIES AND RESPONSIBILITIES: -

1. To provide maps for customers as required, including:
 - a) liaison with the Authority's ICT and Reprographics staff as required;
 - b) production of maps for the Local Development Framework (LDF), including proposals maps;
 - c) provision of technical mapping support to corporate GIS users;
 - d) digitisation and manipulation of geographical data;
 - e) support the GIS Administrator in the management of the geographic data required for corporate use, including acquisition processes, quality control, access and cataloguing arrangements;
 - f) assist in data capture projects as required;
2. To promote and enhance the use of the corporate GIS including:
 - a) assisting the GIS Administrator in developing and promoting wider use of the corporate GIS resources;
 - b) promoting the use of GIS for visualisation purposes;
3. To support the Ordnance Survey Authority Liaison Officer (ALO) in advising all GIS users on the Mapping Service Agreement (MSA) terms and conditions including the observance of copyright and correct payments of royalties and to monitor the use of OS mapping under the MSA.
4. To support the GIS Administrator when representing the authority on spatial information matters, dealing with other authorities, agencies and national GI organisations, including preparation and assisting in the delivery of demonstrations, and active participation in national initiatives as appropriate.
5. To observe the requirements of Health and Safety legislation.

6. To observe the requirements of the Data Protection Act.
7. Such other duties as may from time to time be allocated to the postholder consistent with the responsibilities of the post.

