BOROUGH OF POOLE

JOB DESCRIPTION

Service Unit: Strategic Planning
Job Title: GIS Officer
Post No: UU0033
Salary Band: APT3
Responsible to: GIS Manager

Main Purpose
- To maintain and distribute the digital maps the Council receives under the Mapping Services Agreement (MSA).
- To maintain the Corporate Geographical Information System (GIS) and support its development and use.
- To maintain the Council's Local Land and Property Gazetteer (LLPG).

Main Duties
- Support the GIS Manager with the implementation of major GIS projects and as needed.

- Assist in maintenance of core datasets, including the processing of updates from Ordnance Survey and BS7666 Land and Property Gazetteer.

- Assist in creation, maintenance of corporate datasets including the upkeep of a corporate metadata database.

- Production of maps in various formats for both internal and external use.

- Design Access and/or Oracle databases and use SQL to query these databases.

- Assist in the daily maintenance of the LLPG and liaise with the Street Naming and Numbering (SNN) Officer and the Local Street Gazetteer (LSG) Officer.

- Assist with the development and maintenance of web GIS and .Net applications.

- Assist in carrying out 'Help Desk' duties as first line support to all GIS users.

- Assist in training users in all aspects of GIS applications.

- Keep up to date with the latest developments in GIS and LLPG and its application in local government.

- To undertake any other duties as required and commensurate with the level of the post.

To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, for example, Health and Safety at Work Act and Data Protection Act.

Prepared August 2008
Jeffrey Van Etten

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
EXPERIENCE	- Experience using Geographical Information Systems (GIS) - Setting up and using databases (Access and Oracle) - Maintaining Local Land and Property Gazetteer (LLPG) - Developing .NET applications in GIS	- Application form - References - Interview - Training Certificates
QUALIFICATIONS / TRAINING	Degree in Geography/GIS or equivalent	- Application form. - Relevant certificates.
APTITUDES AND ABILITIES	- Ability to use GIS Software for: - Spatial analysis, - Thematic mapping, - Data creation, - Data maintenance, and - Map publication - Ability to create complex queries using SQL - Good verbal communication skills - Good written communication skills - Good presentation skills - Good numeric skills - Manage own time effectively	- Application form - Interview - References - Training Certificates - Presentation - Occupational Personality Questionnaire
KNOWLEDGE	- Understanding of complex spatial data (for example OS Mastermap) - Developing web GIS applications - Knowledge of Accession Software - Knowledge of BS7666:2006 - Knowledge of Mapping Service Agreement (MSA) - Knowledge of INSPIRE and the implications to Local Government - Knowledge of metadata - Understanding of Local Authorities and the systems used	- Application form - Interview - Training Certificates - Presentation
ATTITUDE / MOTIVATION	Positive attitude to the Council's core values, management structure and the way it operates;	- Application form - Interview - References

	• A desire to create a positive atmosphere both within the team and in the wider Unit, fostering a co-operative and supportive approach to working relationships.	• Occupational Personality Questionnaire
OTHER FACTORS	• A willingness to promote the effective use of geographic information through an understanding of the needs of users and a supportive approach to meeting those needs.	• Interview • Occupational Personality Questionnaire

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