

JOB PROFILE

Job Title	GIS Assistant
Grade	PO3
Directorate	Organisation Development
Division	Corporate ICT – Information Systems and Development
Reports to	GIS Manager

Job Purpose

- To maintain the Council's corporate GIS layers.
- To provide training in the use and operation of GIS software.
- To provide user support for Corporate GIS systems and software.

Main Duties and Responsibilities

1. To provide technical support to internal GIS users.
2. To add, amend and remove users from the Corporate intranet GIS system.
3. To improve spatial data quality by using the Spatial Data Management System (SDMS).
4. To load spatial data into the Corporate GIS systems and the Geographic Data Warehouse (GDW).
5. To respond to external data supply requests.
6. To monitor internal and external GIS systems and report unresolved issues to the GIS Officer or GIS Manager.
7. To test all Corporate GIS geosets and workspaces and resolve any issues.
8. To ensure that data and software CDs are labelled and filed correctly.
9. To produce paper and electronic maps to meet the Council's mapping requirements. To be responsible for the maintenance of a suite of MapInfo workspaces for corporate map production, ensuring the Council's corporate identify is maintained.
10. To be responsible for the design and preparation of publicity related material for displays and exhibitions for committees, Directorates, services or the public, of GIS and mapping. To be responsible for the production of topological, geological, statistical and thematic mapping.
11. To ensure adherence to the external data suppliers' copyright regulations.
12. To ensure compliance with the Mapping Services Agreement.
13. To be responsible for the design and preparation of mapping and digitising work specifications with costings and scheduling for in-house execution or as a tender specification for external execution. To charge clients for GIS and mapping services. To be responsible for ongoing budget returns for design work and GIS map printing
14. To promote the services of the GIS Team within the directorate, with other directorates, with the Council's business partners and outside through active participation at meetings and

exhibitions. To design and present training courses for GIS applications.

15. To administer, design and present GIS training courses

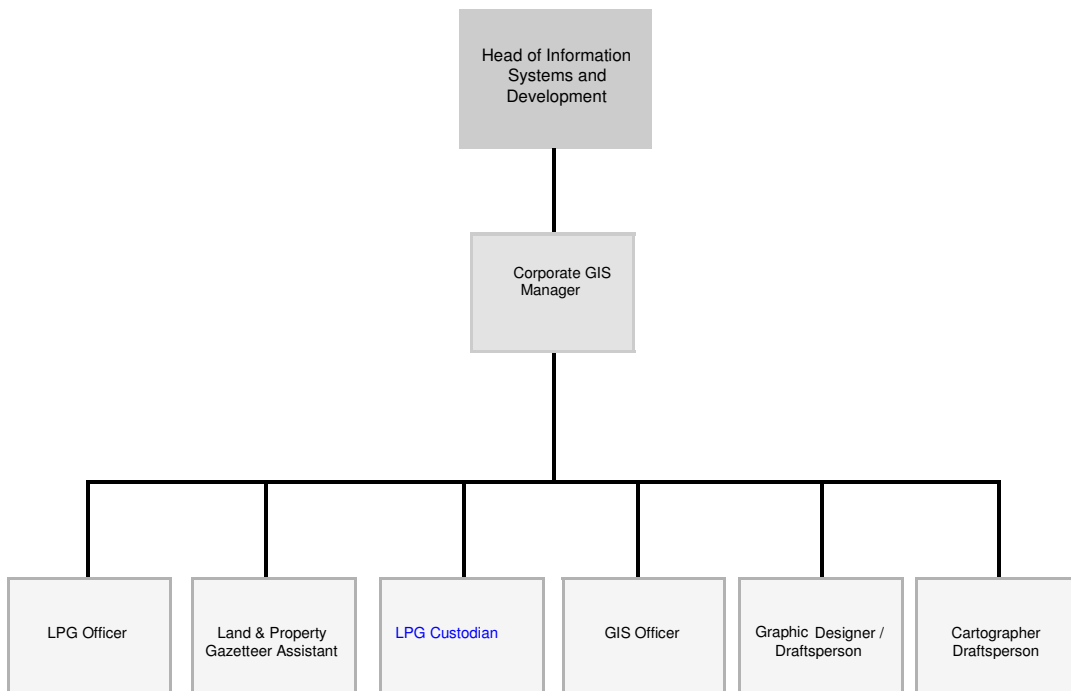
16. Acts as an advocate for customer focused service delivery within Corporate ICT.

- > Contributes to the use of systems such as SharePoint that encourage knowledge sharing.
- > Complies with IT Service Management processes, specifically ITIL.
- > Takes responsibility to update skills by project work and professional development via the People Strategy or Council wide competency development.
- > To attend workplace meetings when required (including chairing and note taking).
- > To undertake duties as required by the GIS Manager and to provide cover in their absence.

Note: All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

Position in Organisation/Organisation Chart

The postholder will report directly to the GIS Manager who reports to the Head of Information Systems and Development.



To supervise up to 4 agency/contract staff employed from time to time on project based work.

Work Environment

The post holder responds to enquiries by users, specialists or others and is able to deal effectively with a broad range of issues of moderate complexity, only escalating those which need specialist or management attention.

The nature of technological advance suggests that novel requirements from users is a normal status of affairs.

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Work Dimensions
<p>Primary Contacts for this job will be with</p> <ul style="list-style-type: none"> • Council officers up to and including Chief Officer level • Technical staff within Corporate ICT and directorates to resolve problems and process service requests • 3rd party support and service providers and partnership arrangements with the Council

Knowledge, Qualifications, Skills and Experience	
Qualifications:	
Essential: A degree-level qualification in GIS.	Desirable:

Knowledge:	
Essential: A clear understanding of the principles of GIS	Desirable:

Skills and Behaviours:	
Essential: <p>Proven excellent verbal and written communication skills; verbal skills particularly important on the telephone.</p> <p>Understanding of the needs of the customer and ensuring their real and stated needs are taken into account in the delivery of products and services.</p> <p>Able to identify gaps in available information and devise means of remedying such gaps</p> <p>Understand a problem or situation by breaking it down systematically into its component parts and identifying the relationships between these parts.</p> <p>Takes responsibility for own personal and professional development e.g. updates skills e.g. by involvement in project work and professional development via the People Strategy or Council wide competency development.</p> <p>Ability to multi task, adapt quickly to changing workloads and priorities and apply a flexible approach at all times.</p> <p>Proven ability to manage time effectively.</p> <p>Ability to interrogate geocoded data tables and present detailed statistical analysis in a wide range of formats including tabular and graphical.</p> <p>Ability to produce thematic maps</p> <p>Ability to present information in a professional and aesthetically pleasing manner</p> <p>Ability to prepare and present GIS training courses</p>	Desirable:

Relevant Experience	
Essential: Experience of digitising lines, polygons and linking to database tables Experience of using one or more GIS applications.	Desirable:

Approved by Job Holder			
Name			
Signature		Date	

Approved by Line Manager			
Name		Position	
Signature		Date	

Occupational Codes	