

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Systems Support Specialist (GIS)
Service Area / Team	ICT & Digital Services
Reports to	GIS & LLPG Development Specialist
Grade & Annual Salary	Grade D (£23,278 - £26,222)
Politically Restricted Post	No
DBS Requirement	No

JOB PURPOSE
<ul style="list-style-type: none"> • To assist the GIS & LLPG Development Specialist in the maintenance of the council's Geographical Information Systems (GIS) and ensure procedures are carried out to update and maintain these systems and the systems they link to. • To assist with the maintenance of the spatial data layers in the GIS. • To assist with the address and property database Local Land and Property Gazetteer (LLPG), and to liaise with the Council's Business Units and external agencies e.g. the National Land and Property Gazetteer (NLPG), in relation to all aspects of the Gazetteer such as resolution of queries, regular updates etc. • Support the development of electronic service delivery through providing access to spatial data.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Support the GIS & LLPG Development Specialist with the maintenance of the council's geospatial data infrastructure and the delivery of spatial data services. • Assist with the production and maintenance of corporate geographic information required throughout the council and for use on the council's web-based platforms. • Assist with the supply and integration of Ordnance Survey products ensuring data is up to date and available in compliant systems. • Liaise with partner organisations for the supply of Ordnance Survey data in line with the Public Sector Mapping Agreement to support council initiatives. • Promote the use of accurate GIS data solutions and perform GIS data analysis tasks to enhance and support the council's electronic service delivery goals. • Produce Land Registry compliant plans and maps containing multi-layered overlays. • Support the Local Land and Property Gazetteer (LLPG) Custodian with the maintenance and delivery of compliant BS7666:2006 LLPG data. • Assist with the daily management and integration of new and updated address data to agreed standards and procedures ensuring compliance with

BS7666:2006, the Data Entry Conventions and the Council's Street Naming and Numbering policy.

- Ensure address data has been validated for accuracy, currency and coverage by liaising with internal business units and partner agencies for before including in the LLPG.
- Liaise with partner organisations including Ordnance Survey and Geoplace to ensure the timely delivery of new and updated LLPG data.
- Day to day responsibility for Street Naming and Numbering on all new property and address change updates.
- Conduct regular data matching exercises in order to maintain LLPG integration with the council's key systems e.g. Council Tax, Business Rates, Electoral Register and as part of the council's commitment to the Public Sector Mapping Agreement.
- Provide GIS and LLPG advice, training and technical support in conjunction with the ICT service desk. Create and update documentation to support ICT services.
- Assist in developing and maintaining appropriate GIS and LLPG links to all Council systems.
- Ensure GIS and LLPG data quality objectives are met in line with business requirements.
- Actively participate in the preparation, implementation and arrangements made in respect of the Emergency Plan with regards to the use of spatial or address data or production of maps and the like in support of incident resolution. To respond when called upon to undertake such role under the plan as requested in an emergency or related incident at any time, including attendance out of normal working hours at the Civic Centre or as directed.
- To demonstrate a commitment to personal development including maintaining contacts with relevant bodies such as Ordnance Survey and Geoplace through subscribing to relevant email updates and other materials.

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.

<ul style="list-style-type: none">• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.

<ul style="list-style-type: none">• To communicate openly and honestly with colleagues, members and customers.
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<ul style="list-style-type: none">• To undergo any training necessary to be able to fulfil the requirements of the job.

<ul style="list-style-type: none">• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Systems Support Specialist (GIS)

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> Good basic education to GCSE A-C standard or equivalent (including maths & English), or relevant experience that demonstrates proficiency in maths & English. 	✓		
	Desirable <ul style="list-style-type: none"> Relevant ICT qualification 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> One year's recent and relevant experience working with ICT systems Experience of working within a customer focused environment 	✓ ✓	✓ ✓	
	Desirable <ul style="list-style-type: none"> Experience of working within ICT, systems support or similar function Experience of using GIS or address and gazetteer function 	✓ ✓	✓ ✓	
Skills and Abilities	Essential <ul style="list-style-type: none"> Ability to work as part of a team Ability to operate on own initiative with minimal supervision Excellent written and oral communication skills High level of attention to detail and accuracy Competent user of IT, particularly Microsoft Office Proactive and committed to continued service and personal development 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. ▪ Ability to demonstrate a professional and customer orientated approach ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels 	✓	✓	
	Desirable			