WELWYN HATFIELD
Working better, together

Role Profile

This section provides key information relating to the role

Job Title:	GIS Manager		
Post No:	P00922	Grade:	J
Team:	IT / Planning / GIS	Location:	Campus East
Responsible to:	Assistant Director (Planning) or Assistant Director (IT and Digital)		
Responsible for:	N/A		

Overall job purpose:

The primary purpose of this post is to manage the corporate Geographical Information System (GIS) to meet the Council's needs and those of its contractors and partners.

To ensure that the Council's back-office geographical information system and public-facing community map is up-to-date and meet the needs of all of its users.

To maintain up-to-date databases of geographical information.

To develop, plan, co-ordinate and maintain a strategic awareness of national trends in GIS data / information / knowledge management and their potential benefits to the Council and its strategic priorities.

Provide specialist advice on current and potential future developments, policy and forward planning, to the Assistant Directors and Directors.

Represent the Council as the Local Land and Property Gazetteer (LLPG) Custodian, the Council's representative and holder of the Public Sector Mapping Agreement (PSMA) with national government, and to ideally maintain gold standard in providing that data.

Key areas of focus:

1.	Corporately manage, maintain, develop and monitor the GIS systems to ensure information is correct and available: - for all internal Council department to access via the intranet - for partners and contractors - for public access to Council information via the internet
2.	Manage and meet the daily statutory submissions to national government on behalf of the Council as custodian of the Local Land Property Gazetteer (LLPG). Daily compliance to maintain the Council's mapping licence for the Public Mapping Services Agreement (PSMA). This ensures that the Council continues to receive free mapping.

3.	Directly manage, support, instruct and give guidance to: - the LLPG Officer
4.	Provide support, instruct and give guidance to GIS users at all levels – through one to one, group sessions or user group meetings and maintaining GIS user guides on eteam.
5.	Manage requests from internal departments for sub-contractor access to the Council's mapping systems. Manage the agreement between the Council and the sub-contractor to ensure LLPG accuracy, licensing requirements and data standards are adhered to by the nominated subcontractor(s).
6.	Provide a pivotal troubleshooting service in providing innovative solutions to ad-hoc issues as they occur across the Council in a professional and focused manner.
7.	Manage and/or contribute to special projects, funding bids and events as required.
8.	Maintain up-to-date knowledge and remain fully conversant in the changing practices and procedures of local government and the public mapping sector in order to guide the Council effectively and to meet the mapping services agreement.
9.	Manage, coordinate and monitor GIS upgrades and patches effectively so to limit risk and disruption to Council services and public access to information.
10.	Representing the Council in adapting GIS for a wide variety of disciplines, including live environment to the media, e.g. Elections, Resilience Team, Planning Service, Flood Data, etc.
11.	Ensure that all GIS data complies with General Data Protection Regulations.
12.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
14.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Relevant degree or substantial relevant experience	x		AP
Knowledge			
Substantial proven experience in GIS Software, both internal and Web based applications	x		AP
Substantial proven experience in BS7666 addressing standards for LLPG Maintenance	x		AP/AS/IN
Proven experience in Database Administration (e.g. planning database, housing database, estates database)	x		AP/AS
Proven experience in writing code / SQL scripts	x		AP/AS
Substantial proven experience in problem solving within multiple software and databases – GIS, Gazetteer or Mapping	x		AP/AS
Skills and abilities			
Multifunction mouse for precision digitising	x		AS
Accurate keyboard skills	x		AS
Methodical approach / attention to detail	x		AS/IN
Excellent organisation skills, including the ability to balance conflicting priorities, work under pressure and to meet tight deadlines	x		AS/IN
Other attributes			
High levels of numeracy skills	x		AS
Advanced Microsoft Excel and Microsoft Access skills	x		AS
Ability to deal with sensitive material with strict confidentiality	x		IN

Assessment Criteria:

(AP) Application, (AS) Assessment, (IN) Interview
Our Values and Behaviours

Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.