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| County Durham and Darlington Fire and Rescue Service Job description |
| **Job title:**  | GIS and System Support Analyst |
| **Directorate:** | Community Protection  |
| **Responsible to:** | Business Intelligence Officer |
| **Location:**  | Service Headquarters (However you may be required to serve at any location as so directed) |
| **Purpose of the job:**To comprehensively support the information services function in GIS and data analysis (quantitative and qualitative) and support the development of analysis and business intelligence systems and tools. To support the management and development of service business systems and provide assurances of data quality including that of the services desktop, web mapping and other integrated GIS systems. |
| **Context of the role:*** County Durham and Darlington Fire and Rescue Service are working to protect and improve our communities to achieve our vision of ‘Safest People Safest Places’.
* The information services team forms part of the community protection directorate and is responsible for establishing effective controls for Service-wide data assets and utilising appropriate media to deliver information to appropriate stakeholders.
* The post holder will report to the Business Intelligence Officer and will assist in maintaining and developing the services geographic information systems and spatial datasets as well as providing some analytical support. The post holder will also provide support for other section business systems in order to provide adequate support to service users. It is expected that the post holder will also provide training to service personnel in the use of GIS.
* The Service expects the highest standards of communication and conduct from all staff. Respect for confidentiality is essential, all service policies, directives and procedures must be adhered to.
* All personnel are expected to participate positively in the appraisal process, to undertake relevant training and development activities to improve their work performance, and to contribute to the training and development of others.
* To promote the service’s policy of equality and fairness, both within the Service and external in order to demonstrate commitment to anti discriminatory practice in all the Service activities.
* The areas of responsibility associated with a particular post may be amended from time to time, and where possible, consultation will take place prior to the change. It is expected that the post holder will operate flexibly within the role, location of the role and undertake any other tasks and projects which could reasonably be expected of someone holding this role.
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| Key responsibilities and duties |
| 1 | To lead on the development and support of the services geographic information systems (GIS), capabilities and spatial datasets including raster and vector products. |
| 2 | To support and maintain the use of gazetteers in service systems making sure these are kept up to date, accurate and fit for purpose utilising data from Ordnance Survey. |
| 3 | Provide GIS support and analysis including digitisation, data editing and production of hard copy and electronic maps. |
| 4 | Collate internal and external datasets, including Ordnance Survey data, process and upload into the corporate GIS database/data warehouse. |
| 5 | To use service systems and GIS tools to carry out community risk modelling and to analyse and understand changes in community risk. |
| 6 | To carry out analysis of data to support identifying trends and interdependencies with other data sets. This also includes the production of analytical products and reports. |
| 7 | To support the development and maintenance of business intelligence and performance management systems, ensuring there efficient and effective operation and that they meet service and user needs |
| 8 | To develop, support and provide guidance in the maintenance and development of business information systems including user support and training. |
| 9 | To provide advice, support and assistance for other systems used within the team and service. |
| 10 | To produce training material for business information and performance and intelligence systems including that of GIS systems and to provide training to service personnel or other stakeholders in the use of systems. |
| 12 | To attend and represent the service at user group meetings, both internally and externally, as and when required. |
| 13 | To provide support in maintaining and developing the information services SharePoint site and external facing website pages. |
| 14 | To carry out such other duties commensurate with the role. |

Signed by employee

Employee’s name Date

Signed by line manager

Line managers name Date

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| **County Durham and Darlington** **Fire and Rescue Service****Conditions of employment summary****GIS and System Support Analyst** |
| **Employed under:** | National Joint Council for Local Government Services |
| **Grade:** | Grade 8 (spinal column point 31–34) |
| **Current salary range** **(wef 1 Apr 18):** | £28,221 - £30,756 per annum |
| **Salary payment:** | You will be paid on the last working day of each calendar month, directly into a specified bank or building society account. |
| **Hours of work:** | 37 hours per week, worked over 5 days, Monday to Friday. A Flexible working system is in operation. Occasional working beyond normal office hours may be required and this will be compensated by appropriate payment or time off. |
| **Annual leave:** | The annual leave year runs from 1 April to 31 March. Entitlement will be 26 working days per full leave year, rising to 31 days after five years continuous service. Statutory Bank Holidays are additional to these entitlements. |
| **Probationary period:** | 6 months |
| **Contract status:** | Permanent |
| **Notice period required from employee:** | One month in writing |
| **Pension scheme:** | The post holder will be automatically enrolled in the Occupational Pension Scheme but will have the option to opt out |
| **Sickness payments:** | Dependent on length of Service, up to a maximum of 6 months full pay and 6 months half pay |
| **Allowances:** | Not applicable |

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| County Durham and Darlington Fire and Rescue Service**Person specification****GIS and System Support Analyst** |
|  | Essential | How measured | Desirable | How measured |
| **Qualifications and****attainments** | 1. Good general standard of education, including English & Maths
2. Computer qualifications or certification
3. Current full driving licence
 | Application Form/CertificatesApplication Form/Licence | 1. Microsoft SQL server query writing qualification
2. GIS qualification or certification
 | Application Form/ Certificate |
| **Work experience** | * Extensive experience and use of GIS desktop software and supporting it.
* Familiarity and experience of using web mapping systems
* Analysing, interpreting and reporting on complex statistical data and producing reports
* Ordnance Survey PSMA datasets including maps and Addressbase
* Creating GIS datasets and overlays
* Experience of using data report building tools
* Using SQL spatial datasets
* Extensive experience of using Microsoft Office applications including Excel, Word, Access and PowerPoint.
* Handling personal and sensitive data
 | Application Form/Interview/ Testing/ReferencesApplication Form/Interview | 1. Managing and supporting web mapping applications
2. Managing and supporting CadCorp Web Map Layers
3. Use of CadCorp SIS desktop GIS
4. Previous experience of administering SharePoint sites/pages.
5. Using Microsoft SharePoint and Office 365
6. Providing training to users
7. Managing GIS solutions integrated into 3rd party applications
 | Application Form/Interview/References  |
| **Knowledge/ skills**  | 1. Knowledge of analysing and manipulating statistical data using appropriate tools such as PIVOT tables and formulae
2. Managing and creating SQL spatial datasets
3. Using initiative solutions to solve problems
4. Able to communicate effectively both verbally and in writing
5. Problem Solving Skills
6. Analytical Skills
7. Able to work in a team
8. Strong IT Skills
9. Good attention to detail in order to produce high quality work
 | Application Form/InterviewReferences | 1. Writing and running SQL queries
2. Knowledge and understanding of Fire Service working practices
3. Working knowledge and understanding of local government and the issues facing it
 | Application Form/Interview |
| **Personal Qualities** | 1. Able to work to deadlines (and under occasional pressure when necessary)
2. Ability to display good attention to detail
3. Methodical approach to work;
4. Innovative
5. Professional
6. Effective
7. Ability to manage self-development and learning
8. Ability to understand the need for and respect confidentiality
9. Prepared to work flexibly
 | Application Form/Interview /References |  |  |
| **Additional Requirements** | * Good attendance record
1. Able to meet Service medical requirements
 | Application Form/Interview/ /ReferencesCompletion of Medical Questionnaire/Medical |  |  |