

**RICHMONDSHIRE DISTRICT COUNCIL  
ICT & BUSINESS CHANGE SERVICE  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>GIS OFFICER</b>	<b>POST NUMBER</b>	<b>RES ICT 11</b>
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**MAIN PURPOSE OF JOB:**

To provide comprehensive Geographic Information System (GIS) related support services to the council over a whole range of tasks and a variety of work projects.

This will include the use of Esri's suite of desktop and enterprise solution based applications such as ArcMap, ArcGIS Pro, ArcGIS Online and Portal, the identification and collection of appropriate spatial data to meet the Authority's needs, integration of GIS and development of council wide use of spatial and address data.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Liaison with external suppliers and coordination of contractors or consultants. Work with all service areas. Work independently with minimal supervision and manage GIS workloads.

**SUPERVISION AND GUIDANCE:**

Reports directly to the ICT, Business Change and Business Support Manager.

**RANGE OF DUTIES AND RESPONSIBILITIES: -**

1. To be the Authorities Principal Contact for the Data Cooperation Agreement (DCA) and Public Sector Mapping Agreement (PSMA) that are held with Ordnance Survey. This involves (but is not restricted to) monitoring the DCA and PSMA, advising on changes and delivery requirements and attending as appropriate, meetings and working groups in relation to the Council's digital mapping systems. The Principle Contact is also responsible for ensuring the appropriate PSMA contract is issues for data requests.
2. Advise on GIS principles and current best practice guidelines.
3. Spatial data management of the Enterprise Geodatabase to maintain the currency and accuracy of vector and raster datasets that are used in the Council's corporate GIS, upholding GIS data download schedules, identifying and uploading any information from third party organisations as and when required, maintaining GIS Registers.
4. Provide Geographical Information support in response to customer requests by liaising with service departments from early concept stages through to the completion of the project.
5. Provide bespoke GIS datasets as and when requested, create new highly accurate vector data by capturing and digitising often large volumes of information, produce professional quality digital and paper maps for use in presentations, consultations and reports, query existing datasets and produce database views.
6. Design and create web based solutions such as web maps, story maps and web mapping applications for both internal and external use as well as maintaining existing web maps and apps.

7. Create data collection applications using Survey123 and Collector to facilitate fieldworker activities and use this information in existing department specific web mapping applications for office staff to access.
8. Provide guidance and advice to all services relating to the creation and management of GIS datasets.
9. Provide specialist support and advice to users and services within the Council regarding GIS services.
10. Hold regular training and drop-in sessions to support the activities of GIS trained users.
11. To be responsible for ensuring the data quality of all information related to the duties of the post.
12. Maintain the Council's GIS System and assist in integration with other Council back office systems.
13. Develop and maintain GIS Policy and Procedures.
14. Represent the Council on all matters regarding GIS, ensuring compliance with the Mapping Services Agreement.
15. Represent the Council at regional and national meetings relating to GIS.
16. Attendance of training courses as and when required.
17. Ensuring that all system documentation is kept up to date.
18. To observe the requirements of Health and Safety legislation.
19. To observe the requirements of the Data Protection Act.
20. To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management

<b>SPECIAL CONDITIONS OF SERVICE:</b> Grey Fleet

<b>COMPILED BY:</b> Graeme Thistlethwaite	<b>ASSESSMENT DATE:</b> 18 December 2019
<b>COMPILED DATE:</b> 14 November 2019	<b>ASSESSED BY:</b> Jo Holland / Julia Wilson
	<b>POST GRADE:</b> Grade 8

Job Description  
 agreed by postholder..... Date.....