HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Corporate Mapping, Gazetteer and Addressing Officer

TEAM: Corporate Services

GRADE: 6

POST NO.:   CS22

SERVICE AREA: Corporate Services

RESPONSIBLE TO: Corporate Services Manager

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1.   This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

2.   Casual Car User

DATE ISSUED: December 2019

JOB PURPOSE:

As Custodian of the Local Land and Property Gazetteer (LLPG) to develop and maintain the LLPG and linkages to the National Land and Property Gazetteer (NLPG) to national standards. To manage the Council's Geographical Information Systems and the creation and maintenance of corporate spatial data and to act as the Council's Street Naming and Numbering Officer.

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PRINCIPAL RESPONSIBILITIES:

1. Act as local custodian of the Local Land and Property Gazetteer (LLPG) having responsibility for development and maintenance of the LLPG in compliance with national standards and ensuring that the Council meets its obligations for updating the National Land and Property Gazetteer (NLPG) including processing of returns to and from the NLPG national hub.

2. Maintain and develop data matching of key property based systems with the LLPG/NLPG through liaison with other service areas and outside agencies to ensure all services have access to up to date property database records.

3. To provide specialist support and advice to users and service areas within the Council regarding the integration of their land, property and street based spatial data with the Local Land and Property Gazetteer.

4. Act as Systems Supervisor for the Gazetteer Management and Constraints modules of the corporate computer system including liaison with other service areas and IT services re: maintenance and development of system.

5. To manage the use and development of the Council's corporate GIS software including capture of spatial information and development of spatial analysis to support service monitoring and development across all service areas.

6. Creation and maintenance of spatial constraints layers within the corporate (IDOX) Land and Property based system in liaison with relevant service areas and ensuring availability to appropriate service teams.

7. Develop and maintain standard themes and templates including production of user guides and provision of basic systems training on use of property management and constraints modules.

8. Manage the Council's street naming and numbering function in line with adopted policy including calculation of relevant fees and processing of income.

9. To pro-actively promote the Councils street naming and numbering service through liaison with developers, parishes and the Council's Development Management and Building Control teams.

10. Process applications for new street naming/numbering including consultation with developers, parish councils/meetings, ward members and others (such as local history groups) with regards to street names and recommendation of names to be adopted in accordance with the Council's scheme of delegation.

11. Process applications for re-naming/re-numbering in accordance with adopted policy including agreeing street numbering schemes and making final recommendations for approval of new street names to the Joint Chief Executive.

12. Liaise with customers and the Royal Mail with regards to Postal Address File (PAF) records in respect of street naming and numbering including notification of new addresses/changes to addresses.

13. Ensure that approved street naming and numbering is incorporated within the LLPG/NLPG and made available to other users of property based systems.

14. To undertake site inspections as may be required in relation to street naming and numbering and gazetteer development including site meetings with interested parties as may be appropriate.

15. To act as the Council's Liaison Officer with Ordnance Survey with regards to the supply and maintenance of mapping products under the Public Sector Mapping Services Agreement (PSMA).

16. Maintenance and application of updates of Master Map and other mapping layers provided through PSMA using ESRI ArcGIS Productivity Suite for use by ArcGIS and IDOX Uniform systems.

17. To create and publish spatial datasets in compliance with the INSPIRE Regulations 2009 to ensure that the Council remains compliant with the legislation.

18. Production of plans, maps and overlays for corporate use using GIS software.

19. To participate in relevant working groups and project boards internally and externally and to provide LLPG/GIS input and support to the Council's Smarter Services Programme.

20. To supervise staff allocated to assist with any of the above activities.

21. To uphold and display the HDC behaviour competency framework to at least level 2.

22. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies

23. As a term of employment the post holder may be required to undertake other such duties as may reasonably be required in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

24. Health and Safety

- To be familiar with and at all times comply with

    - the Council's general health and safety policy,
    - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
    - Local department specific health and safety procedures as amended or added to from time to time.

- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Corporate Mapping, Gazetteer and Addressing Officer				
TEAM:	Corporate Services				
POST NO:	CS22	GRADE:	6	WEEKLY HOURS:	37
ALLOWANCE:	Casual Car User				
CONTRACT TYPE:	Permanent				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	A minimum of 4 GCSE's (graded A-C or above) and preferably 2 'A' levels in subjects appropriate to the post. Alternatively a BTEC National Diploma/Certificate/NVQ Level 3 (or equivalent) in a discipline that supports the key tasks of the post.	A & E	Degree or Higher Level Qualification in a relevant subject/discipline	A & E
			Cartographic/GIS related qualification	A & E
EXPERIENCE	Use of database ICT systems	A & I	Management of LLPG/NLPG database	A & I
	Use of map based information/mapping systems	A/I/T	Use of mapping/digital mapping	A & I
	Working with others – liaising with other organisations to achieve a desired objective	A & I	Spatial analysis	A & I
	Planning workload to achieve objectives	I	Use of IDOX Uniform	A & I
	Working to standards and deadlines	A & I	Use of ESRI ArcGIS	A & I
	Financial Administration	A & I		
	Ability to prioritise own workload	A & I	Supervision of staff	A & I

KNOWLEDGE	Spatial awareness	A/I/T	Awareness of local history/events	A & I
	Uses for address based information	A& I	National Land and Property Gazetteer/ National Streets Gazetteer – background and operational requirements	A & I
	An understanding of Business Development/Improvement processes		Knowledge of ESRI GIS and IDOX UNI-form application software	A & I
			Knowledge of: PSMA – Public Sector Mapping Agreement LLPG – Local Land and Property Gazetteer NLIS – National Land Information Service ESRI ArcGIS Software	
SKILLS	Attention to detail /accuracy	I/T	Design skills – preparation and layout of documents/templates	A & I
	Experience in database administration	A & I		A & I
	Use of GIS	A & I	FME software (Dotted Eyes)	A & I
	Creation of spatial information – geo-coding, plotting Use of GIS for spatial analysis and monitoring	A/I/T	ESRI ArcMap	A & I
	Able to manage own workload but also a team player	I	Use of GIS for web mapping applications	A & I
	Communication skills – able to communicate clearly and effectively with a wide variety of people adapting style to suit audience (may need to communicate quite technical information)	A & I		
	Numeracy – ability to calculate fees and process income accurately	A/I/T		
	Ability to provide a high level of customer service	A & I		
	Research skills, including local history	A & I		
	Ability to work under pressure and to deadlines	A & I		
OTHER			Dealing with difficult customers	A & I
	Must have a positive attitude to work situations and be pro-active in problem solving	I		
	Ability to analyse and interpret complex land parcel data including plans and maps	I & T		
	A willingness and ability to learn and develop advanced IT skills including skills relating to GIS and Address Management software	A & I		

Version 3, Jun 17

Assessment Legend:	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages				