

## Person Specification - Senior Officer GIS/CAG Team

<b>Position Title</b>	<b>ICT Senior Officer (Development) – GIS/CAG Team</b>
<b>Division / Section</b>	<b>Resources</b>
<b>Service Area</b>	<b>Customer &amp; Digital Services</b>
<b>Responsible To</b>	<b>ICT Development Manager ,Systems Support Manager or Lead</b>

This document provides additional information specific to the role of an ICT Senior Officer within the Customer & Digital Services GIS/CAG Team. It should be read alongside the generic Job Description relevant to the post of ICT Senior Officer, that being:

- CEC083\_JD\_Generic\_ICT\_Senior\_Officer\_(Support,\_Commerical\_or\_Development)

### Major Tasks and Job Activities

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Using advanced and highly specialised knowledge and skills, manage and develop all aspects of the Council's GI (geographical information) and GIS (geographical information systems) infrastructure, including those underpinning multiple statutory obligations, across multiple functions.

Assist the ICT Development Manager to provide the Council lead on GI/GIS developments and innovation, and co-ordinate and implement major Council GI improvement projects, under ICT Development Manager supervision;

Provide technical, analytical and business support to a broad range of staff; including creative and innovative suggestions based on specialist knowledge for improvement of service and problem resolution.

Research and promote the role of GI and GIS and their use in corporate initiatives within the Council to ensure potential benefits and improvements to service provision are realised;

Make use of common web development frameworks, programming languages, standards and technologies including HTML, DHTML, AJAX, CSS, XML, JavaScript;

Provide additional specialist input in developing, supporting and maintaining the array of advanced systems including Uniform, electronic document management systems, web-based applications, and the Corporate Address Gazetteer.

Manage configuration of the GIS Service's AWS cloud-hosted platform.

## Person Specification

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### Qualifications, training & professional membership

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| • The post requires a degree level qualification, preferably in GIS, Software Engineering, Information Management or similar. Relevant experience and demonstrated competence may also be considered in place of a degree level qualification | Essential |
| • Qualification in IT Development or Service Management (such as ITIL)  | Desirable |
| • Appropriate postgraduate or equivalent professional qualification.  | Desirable |
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**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

### EXPERIENCE

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|---|-----------|
| • Extensive experience of GI, GIS and associated technologies including use of a range of GIS and spatial data management packages. | Essential |
| • Practical experience of development using relevant GIS software and administering similar systems.                                | Essential |
|   | I         |
| • Practical experience delivering GI projects.  | Essential |
| • Experience of spatial and non-spatial statistical analysis.   | Essential |
| • Experience of working flexibly in an environment where strategic change and continuous improvement exist.                         | Essential |
| • Experience of operating in a number of multi-disciplinary teams working to deliver specific project(s)/ work packages.            | Desirable |

### KNOWLEDGE, SKILLS AND UNDERSTANDING

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| • Proven ability to deliver and/or contribute to projects and work streams | Essential |
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| • Present issues effectively and clearly at a variety of forums and have a sound appreciation of the complexity and diversity of Council business.  | Essential |
| • Extensive knowledge of GI, GIS and associated technologies including use of a range of GIS and spatial data management packages.  | Essential |
| • Good working knowledge and skills in the development of web-based applications using core web paradigms and languages (html, xml, CSS, JavaScript, DHTML, AJAX, asp/php etc) and n-tier web architecture. | Essential |
| • Utilise well-developed investigative, analytical and problem-solving skills to provide creative solutions to GI system issues.  | Essential |
| • Ability to manage workload and multiple priorities with a large degree of autonomy.   | Essential |
| • Knowledge of AWS environment configuration  | Essential |
| • Demonstrable influencing and negotiating skills   | Desirable |
| • An understanding of the political processes within local authorities.   | Desirable |

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## Competencies & Values Framework: Level B

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

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| <b>Customer focused</b>                    | <ul style="list-style-type: none"><li>• promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations</li><li>• identifies opportunities to improve the way the team delivers customer/client services</li><li>• ensures teams correctly identify customer/client needs and provide satisfactory solutions</li><li>• takes personal responsibility to manage customer/client relationships</li><li>• implements service improvements</li><li>• Monitors quality of service.</li></ul> |
| <b>Works Effectively with others</b>       | <ul style="list-style-type: none"><li>• treats team members fairly and equally, recognises and demonstrates appreciation of their contribution</li><li>• identifies with and has a shared commitment to achieving team objectives</li><li>• shares knowledge and information with others</li><li>• thanks others for their contribution and efforts</li><li>• fosters good working relationships within teams in own department</li></ul>   |
| <b>Managing change</b>                     | <ul style="list-style-type: none"><li>• actively seeks others input and values their contributions.</li><li>• reacts positively to change</li><li>• is flexible and adapts plans in response to change</li><li>• prepares and supports team members during periods of change</li><li>• constructively challenges current thinking and procedures and offers alternative solutions</li><li>• gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.</li></ul>   |
| <b>Taking Ownership and Responsibility</b> | <ul style="list-style-type: none"><li>• takes the initiative to start activities or actions</li><li>• recognises when a decision is needed and commits to act</li><li>• is proactive, acts quickly to address current issues</li><li>• seeks feedback and takes appropriate action</li><li>• takes responsibility for personal development</li><li>• modifies own behaviour to influence different situations.</li></ul>  |
| <b>Communicating Effectively</b>           | <ul style="list-style-type: none"><li>• uses positive, appropriate language in all situations</li><li>• communicates clearly and concisely to influence others</li><li>• uses a variety of methods to communicate in the most effective manner</li><li>• creates a positive confident impression</li><li>• uses interpersonal skills to have a positive impact in meetings</li><li>• keeps written messages simple.</li></ul>   |

**Planning and Decision Making**

- regularly monitors progress and takes corrective action to ensure priorities are met
- gathers information from several readily available sources
- considers information objectively to establish logical options and generate solutions
- considers options and risks before making a decision
- determines resources and co-ordinates work logically to ensure tasks are completed effectively.

**Leading Others**

- earns respect by setting a positive example through own behaviour and actions
- clearly identifies what has to be done and communicates reasons to team
- motivates and drives individuals to achieve personal objectives
- supports and encourages others to confidently make decisions
- engages others and gains commitment to the Council vision
- facilitates interactions so people work effectively together, handles strong personalities
- adapts leadership style to suit different situations.

**Managing Performance and Developing Others**

- strives to continually improve own and team's performance
- provides regular and constructive feedback
- coaches others to learn new skills
- reinforces/supports the use of newly acquired skills
- visibly supports the processes for learning and development
- sets individual targets and instils a desire to achieve targets
- complies with the requirements of the Council's performance management process (PRD).

**Political Sensitivity**

- understands how underlying issues and opportunities affecting the team impact on day to day planning
- recognises team constraints - what is or is not possible in different circumstances
- builds team relationships to get things done
- accepts that the political decision making process of the Council will influence the team.