**JOB DESCRIPTION**

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| **Post Title**: Assistant Data Management & GIS Officer  |
| **Department**: Business, Growth and Infrastructure | **Post No**: |
| **Division/Section**: Strategic Planning and Infrastructure | **Post Grade**: Scale 8 |
| **Location**: 2nd Floor, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ | **Post Hours**: 37 hours per week Monday to Friday (Flexitime scheme in operation) |
| **Special Conditions of Service**:  |
| **Purpose and Objectives of Post**: To assist and deputise for the Data Management and GIS Officer with the day to day running of the Corporate GIS (including web-based services), address and street gazetteers and associated databases and to provide technical support and advice to Officers in the Planning Division with regard to those systems. The post-holder will assist in the design, development, implementation and management of the database / GIS systems required to meet the mapping, research and monitoring requirements of own Section and the Division where appropriate. In addition, the post-holder will utilise these systems to undertake data and spatial analysis to increase the research and information capacity of the Strategic Planning and Infrastructure service in order to provide a more robust evidence base for decision making. To assist in the administration of the Council's duties set out in the various planning and amenity acts, in developing and carrying out its corporate policies and particularly to assist the Planning Division to progress its development plans and regeneration policies, and also to implement its environmental projects. |
| **Accountable to**: Service Manager: Strategic Planning and Infrastructure |
| **Immediately Responsible to**: Data Management & GIS Officer |
| **Immediately Responsible for**: N/A |
| **Relationships: (Internal and External)****Internal:** Liaison with professional, technical and consultancy staff within own Section and other Sections and Divisions of the Department, together with staff from other departments of the Authority.**External:** Liaison with members of the public, developers, property owners, local interest groups, external consultancy staff, elected members, officers of other local authorities and of other organisations (such as GMCA), legal professionals (e.g. barrister in planning appeals/public inquiries) and Government Departments and officers of other organisations at or above own level. |
| **Control of Resources**: N/A |
| **Duties/Responsibilities**: 1. To assist in the design, development, implementation and management of the Strategic Planning and Infrastructure service’s database/GIS systems in relation to:

- Housing Land Availability- Employment Land Availability- Retail Land Availability- Recreation Provision- Town, District, Local and Neighbourhood Centres1. Assist in the creation, implementation and management of new database/GIS systems as required to meet the changing research and monitoring requirements of the Section.
2. Maintain the Local Land and Property Gazetteer (LLPG) and Local Street Gazetteer (LSG) and ensure that the Council is compliant with the Public Sector Geospatial Agreement/Data Cooperation Agreement.

 1. Plan and undertake survey work in relation to the Sections database/GIS systems.
2. Undertake precise capture, correction and maintenance of spatial and tabular data to the relevant British standard(s), including data back-up using the recognised software available.
3. Assist in the training of users in all aspects of these database/GIS/LLPG/LSG systems.
4. Undertake site inspections and surveys in connection with the Sections database/GIS systems and strategic planning activities.
5. Undertake the periodic archiving of database/GIS data so that time-series data can be maintained. This is additional to routine data archiving undertaken by ICT.
6. Assist with general GIS development, support and advice for users across the Division.
7. Undertake analysis of survey work and statistics using spreadsheets, databases, GIS and other software packages, presenting research findings in written form.
8. Design and compile map extracts (in various formats) based on digital map products using GIS.
9. Assist and deputise for the Data Management & GIS officer in the day–to-day administration of the CadCorp and Swiftmap mapping packages across the division including advice, guidance and training on its use.
10. Be responsible for the production of plans and maps in relation to development plans including web-based mapping applications.
11. Undertake data analysis to inform the work of the Planning Division and other Divisions/Departments of the Authority, outside agencies and members of the public, as appropriate, in the following areas:

- Census- Office for National Statistics- GMCA projects and publications- Geographic Information Systems and Data- OS Mapping1. Liaise with other officers in the Strategic Planning and Infrastructure service to identify their information and monitoring requirements and provide assistance with implementing requirements.
2. Assist with general IT, software and technical issues across the Division.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. |
| **Safeguarding:**As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.**Equality Diversity and Inclusion:**Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.**Health and Safety:**The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.**Health and Wellbeing:**As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)**Equipment:** Responsible for equipment (including IT hardware, software, database / GIS systems and data) |
| **Job Description prepared by:** David Wiggins | **Sign: DWiggins** | **Date:** 18/07/24 |
| **Agreed correct by Postholder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** David Wiggins | **Sign: DWiggins** | **Date:** 18/07/24 |

**BUSINESS, GROWTH AND INFRASTRUCTURE**

**PERSON SPECIFICATION - ASSISTANT DATA MANAGEMENT & GIS OFFICER**

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| **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Have a working knowledge of a geographic information system (GIS), preferably Mapinfo. | ✓ |  |
| Have a working knowledge of databases, preferably MS Access or SQL Server. | ✓ |  |
| Have experience of maintaining a Local Land and Property Gazetteer (LLPG) and Local Street Gazetteer (LSG). |  | ✓ |
| Have experience as a Planning Technician or have worked in the planning environment. |  | ✓ |
| An understanding of town planning processes and procedures in local government. |  | ✓ |
| A good standard of education, including literacy and numeracy. | ✓ |  |
| Ability to collect & interpret information from a variety of sources and provide accurate analysis. | ✓ |  |
| Have a good working knowledge of Microsoft Office 2013 including MS Word, Powerpoint and Excel. | ✓ |  |
| Ability to interpret plans. |  | ✓ |
| Good report writing skills. |  | ✓ |
| Experienced in the presentation of information using graphics and Desk Top Publishing |  | ✓ |
| Ability to programme and prioritise workloads. | ✓ |  |
| Well-developed interpersonal skills. | ✓ |  |
| Ability to work as a team member. | ✓ |  |
| Ability to work under pressure and meet deadlines while working under minimum supervision. | ✓ |  |
| Willingness to travel, using public transport or car where appropriate. | ✓ |  |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | ✓ |  |