# Role profileGeospatial Data Manager

* **Grade:** Grade 9
* **Business area:** Policy and Strategy
* **Job title**: Geospatial Data Manager
* **Reporting line:** Senior Principal Researcher - Data
* **Team:** Research

## Job Purpose

**To actively manage, update and maintain the MappingGM platform.** This will include: working with project leads to identify data sources for MappingGM; sourcing and storing data in a SQL Server database; styling data for interactive maps using our geospatial data management tool; creating new interactive maps for internal and external audiences; maintaining existing interactive maps with updated information; managing people’s access to the MappingGM platform; engaging with teams wanting to create new interactive maps on the site, and delivering their needs; and updating the MappingGM website with new information.

**To act as a lead for geospatial data and geospatial analysis in the Research team.** This will include: working with the Research team to actively source, update and maintain geospatial data assets; make data assets available to the team by providing access to the database; acting as a lead on geospatial analysis skills within the Research team; liaising with other departments to ensure assets are captured and are of good quality; improving the quality of geospatial data; providing advice, guidance, support and training to the Research team and wider GMCA on using geospatial data.

**To create and maintain relationships with teams and organisations around geospatial data and its use.** This will include acting as the GMCA Public Sector Geospatial Agreement lead; and maintaining relationships with Ordnance Survey, the Geospatial Commission and others. It will also include active engagement internally within GMCA, and with partners across the Greater Manchester family of organisations.

## Key working relationships

* GMCA Research team
* GMCA Senior Management Team and their directorates
* GMCA Corporate Services, including ICT and Information and Data Governance
* GMCA Information Governance Board
* Suppliers of mapping services and contractors
* GM Information Board
* GM Mayor
* Greater Manchester’s ten Local Authorities
* NHS Greater Manchester Integrated Care
* Transport for Greater Manchester
* Greater Manchester’s Universities
* Government departments and agencies including HM Treasury, MHCLG (especially the Deputy Prime Minister’s Data Unit) and Cabinet Office
* Geospatial Commission
* Ordnance Survey
* Other voluntary/public/private sector organisations, as relevant

## Key Responsibilities

1. Ensure that GMCA’s Research priorities are effectively delivered and embedded throughout local policy and strategy work, identifying where joint working will add value to the achievement of these objectives.
2. Own and lead the design, development, and delivery of the MappingGM platform for GMCA. Working with providers, partners, data custodians and project leads to deliver geospatial data for the public and for partners. Continually exploring options to improve the platform, including through considering new options, skills, and suppliers.
3. Supporting a more structured management and use of geospatial data across the Research team, reducing duplication of effort, increase access to datasets, and managing geospatial information assets effectively. Working with the Digital directorate and the Information and Data Governance team to ensure that the GMCA Data architecture and governance arrangements meet these needs, and taking responsibility for collecting, storing, cleaning, and serving out the right geospatial data to users.
4. Owning the GMCA’s relationships with Ordnance Survey, acting as the Public Sector Geospatial Agreement lead. Forming and leading key relationships with central government groups and organisations, such as the Geospatial Commission.
5. Acting as a geospatial specialist in the Quantitative Analysis Specialism Network within the Research Team. Supporting the development of geospatial analysis and visualisation skills across the Research team, and within the wider organisation.
6. Providing support to, and where required, taking responsibility for complex, cross-cutting interactive mapping projects, to support the activities of the Research team and related policy teams.
7. Developing business cases and making recommendations, where appropriate, for the use of Research and other budgets to deliver geospatial projects, ensuring these projects are appropriately resourced and delivered within the cost envelope specified.
8. Providing timely expertise, advice and comment to senior officers and politicians on issues relating to the research area including: geospatial data management, sharing and use; data analytics; insight and intelligence; and monitoring and evaluation.
9. Act as a thought leader in the use, management, and sharing of geospatial data, being a principal source of knowledge and expertise on the GMCA’s priority areas across a multidisciplinary function.
10. Manage relationships with stakeholders and partner organisations, initiating and agreeing work, managing changing needs and expectations, and ensuring delivery to agreed deadlines
11. Identify new research which will contribute to Greater Manchester’s strategic ambitions.
12. Collaborating with senior leaders across the GMCA, and the ten GM localities to identify opportunities where a strengthened approach to evidence and intelligence will inform decision-making to have the greatest benefits for the system as a whole.
13. Establishing relationships beyond Greater Manchester to identify learning opportunities and encourage exchange of best practice.

## General

1. No initial direct line management, but with scope for this to change as requirements change in the organisation.
2. Supporting and developing analysts / lead analysts / data engineers / analytics engineers or others across the organisation with their work, projects, skills and career development.
3. Working directly with commissioned providers, and making recommendations for the choice and use of service and software providers.
4. Contract managing relevant sub-contractors, ensuring good value for money and a high-quality service from providers.
5. Represent the GMCA on local and national platforms working with academics, Government officials, think tanks, and local stakeholders to further develop our understanding of the economic and thematic issues affecting Greater Manchester to support policy work and devolution negotiations.
6. Communicating research findings to stakeholders and customers in a variety of formats and at a senior level and ensuring appropriate intelligence is used to inform policy formulation and decision making.
7. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
8. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
9. Ensure the services delivered internally and externally are inclusive and accessible, integrated with the service.
10. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this values & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### **Knowledge & Experience**

* Extensive experience in a related field, such as through employment in a related role, or application of a degree or equivalent qualification.
* Excellent understanding of best practice in data management, geospatial analysis, interactive mapping and data visualisation.
* Understanding of the local economic growth issues and policy, public service reform and devolution
* Applied understanding of the use of research findings in policy and strategy development
* Understanding of the work of Greater Manchester partner agencies, central Government, voluntary sector and companies across Greater Manchester is an advantage
* Proven track record of leading data and analysis projects in complex and political partnerships/environments, ideally within an economic development or research setting
* Working with stakeholders from different backgrounds (private, voluntary and public sectors)
* Provision of advice to senior management and team members on the use, management, sharing, and visualisation of data
* Quantitative and qualitative research approaches and project design
* Communication and presentation of complex research findings to a variety of audiences and non-experts.
* Experience of using IT packages such as dashboarding, GIS and coding software for data analysis and visualisation
* Sourcing, commissioning and managing sub-contractors to deliver specialist research and policy advice.
* Experience of undertaking research in social policy is an advantage
* Experience of working with colleagues in a wide range of stakeholder organisations across the private, public and third sectors

### **Skills, Values & Behaviours**

* Excellent project and programme management skills
* Experience of working with ESRI solutions and software, especially in creating interactive maps and making information open and accessible.
* Proven ability in establishing and maintaining professional, positive and effective working relationships with internal and external colleagues, taking a proactive approach to managing these relationships.
* Excellent programme and project management skills with the ability to play a pivotal role in terms of supporting the achievement of team deadlines and targets.
* Strong understanding of geospatial data formats, software and visualisations.
* Analysing and drawing conclusions from complex data and to convey complex technical processes/conclusions in simple terms
* High level, effective report writing skills with the ability to produce reports at board level.
* Proven ability to demonstrate skills in negotiation, influencing, advocacy, diplomacy and assertiveness that will ensure co-operation, confidence and secure buy-in from partners.
* Managing customer relationships and negotiating mutually agreeable outcomes
* Well-developed communication and interpersonal skills, including written, oral and multi-media presentation
* Ability to problem solve and critical evaluation of policy and strategic issues affecting Greater Manchester.
* Advanced IT skills including GIS packages (such as QGIS, Cadcorp, Pitney Bowes or ESRI products), research packages (such as Stata, SPSS, Excel, or NVivo), visualisation software (such as PowerBI or Tableau) and coding (for example R or Python).
* Broad understanding of a range of quantitative and qualitative research techniques, including data analytics and simulation techniques.
* Delivering training to internal and external partners.

## Corporate Duties

Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.

**Records Management / Data Protection** - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security** - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality** - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety** - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies** - All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities** - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.