



Job Description:

Job	GIS Systems Officer
Hours per week	35
Service	Corporate Services
Team	Information Services
Job location	Headquarters
Line Manager	IS Manager
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Key purpose

The post holder's role is to contribute to the provision and management of efficient, effective and secure GIS, ePlanning and data management services, with a particular emphasis on the administration and day to day management of all supported corporate GIS systems, field applications and associated geodatabases.

The post holder will support the organisation's business needs and statutory functions through the provision of GIS mapping and analysis and data management services, the support of all corporate Geographic Information and ePlanning related systems and customers (Loch Lomond and Cairngorms National Parks shared service), and the delivery of related strategies, projects and initiatives.

Key accountabilities

- Administer, maintain and develop the corporate GIS and geodatabase systems that support the statutory functions and business needs of both National Park Authorities, ensuring system security, reliability and business continuity.
- Provide GIS support services including spatial data management, mapping services, corporate ePlanning systems support and development (including online services), helpdesk support and user training.
- Act as a key point of contact for GIS-related systems, services and data suppliers, supporting the effective delivery of GIS-enabled services.

- Assist the GIS Manager in providing technical advice, expertise and training on GIS, spatial data management and mapping requirements, while monitoring the performance and effectiveness of GIS systems and services.
- Contribute to the development and implementation of GIS strategies, policies and procedures to ensure effective service delivery to internal and external users.
- Contribute to GIS projects, partnerships and organisational initiatives, ensuring agreed objectives, timelines and resource requirements are met, and lead on defined tasks or projects as required.
- Undertake any other duties appropriate to the grade as required.

Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Demonstrable relevant experience of working with, managing and supporting GIS Systems, including ESRI ArcGIS Pro, ArcGIS Online and ESRI Enterprise in a corporate environment. • Experience of developing Python scripts and coding and use of ESRI Arcade expressions • Experience of developing and supporting ESRI field and web applications, including Dashboards, Experience Builder, Field Maps, and Survey123 with xlsx forms. • Experience of developing and supporting corporate postgresql (PostGIS) geodatabases • Experience of working with Ordnance Survey data 	<ul style="list-style-type: none"> • Experience of administering and supporting ePlanning systems such as Idox Uniform, property gazetteers and related online services. • Experience of using Microsoft 365 power platform to integrate GIS systems with other business systems • Experience of enterprise geodatabase administration and disaster recovery within PostGIS databases • Demonstrable cartographic experience with digital mapping • Experience of working in a planning environment • Good working experience Ordnance Survey and other geographic data management.

<p><i>Specific Skills, Abilities and Qualities</i></p>	<ul style="list-style-type: none"> • Advanced user of GIS systems software • A good understanding of the IT infrastructure required to ensure the effective operation of corporate GIS • A good working knowledge of information and data management and associated issues • Strong interpersonal and written skills, with the ability to build relationships across departments, with suppliers and other organisations • Proven self-starter with the ability to prioritise and deal with a varied workload and meet deadlines for self and team. 	<ul style="list-style-type: none"> • Good knowledge of FOI, EIR, DPA, INSPIRE and other relevant data and information related legislation • Ability to read and understand data licenses and agreements • Good knowledge of GIS mapping and analysis techniques • Ability to translate complicated GIS and technical information to meet the needs of a variety of audiences • An understanding of the operation of the statutory planning system
<p><i>Required Qualifications</i></p>	<ul style="list-style-type: none"> • A recognised qualification at Degree level (or equivalent experience) in a GIS or a related discipline 	
<p><i>Any Additional Job-Related Requirements</i></p>		<ul style="list-style-type: none"> • A current driving licence with entitlement to drive in the UK (or access to a driver, if disability prevents)