



## Job Description:

<b>Job</b>	GIS Manager
<b>Hours per week</b>	35
<b>Service</b>	Corporate Services
<b>Team</b>	Information Services
<b>Job location</b>	Headquarters
<b>Line Manager</b>	Information Services Manager
<b>Band</b>	D

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### Key purpose

The role of the GIS Manager is to ensure the provision and management of efficient, effective and secure GIS, ePlanning and data management services to support the organisation's business needs and statutory functions and to deliver related strategies, projects and initiatives.

The post holder will manage promote and provide value to the GIS Services provided, including the provision of shared GIS supported services to Cairngorms National Park Authority.

### Key accountabilities

- Act as the main point of contact for all relevant systems, services and data suppliers, and manage all contracts, agreements and the budget associated with the delivery of GIS supported services, including communication between stakeholders and allocation and prioritisation of tasks within the GIS Team.
- Manage the provision of all elements of an effective GIS support service, including mapping and data services, corporate GIS and planning systems support and development including online services, collaborative project support, helpdesk services, user support and training, and ongoing maintenance and business continuity.

- Develop and contribute to the preparation and maintenance of the strategies, policies and procedures required for the effective provision of the organisation’s GIS supported functions and services to both internal and external customers.
- Provide advice, expertise and information on matters relating to GIS, mapping issues and requirements, geographic or spatially related information, GIS data management, GIS team service delivery and related business systems, and ensure the effective monitoring of all such systems and services.
- Develop relationships between the GIS team and its customers to determine where value and improvement can be added to services, identify wider improvement opportunities and develop solutions to capitalise on them
- Develop, specify and manage the delivery of GIS related projects, systems and data work and ensure that customer timescales and project requirements are met within organisation and budget resources.
- Develop the necessary partnerships and engagement with other organisations to ensure the ongoing efficient and effective delivery of defined priorities and services.
- Undertake any other duties appropriate to the grade as required.

## Person specification

<b>Assessment Areas</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<i>Relevant Experience</i>	<ul style="list-style-type: none"> <li>• Demonstrable relevant experience of leading and managing a GIS and/or ePlanning service</li> <li>• Demonstrable relevant experience of working with, managing and supporting GIS Systems, including ESRI ArcGIS Pro, ArcGIS Online and ESRI Enterprise in a corporate environment</li> <li>• Demonstrable relevant experience of working with, managing and supporting Idox ePlanning systems and related statutory planning functions</li> <li>• Demonstrable cartographic experience with digital mapping</li> <li>• Experience of providing GIS or ePlanning systems technical support and advice</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable relevant experience of GIS and ePlanning project management and strategy development</li> <li>• Accredited IDOX Uniform and UniMap Web system administrator</li> <li>• Experience of corporate administration of GIS or ePlanning systems, including contract and budget management.</li> <li>• Experience of developing and supporting corporate postgresql (PostGIS) geodatabases</li> <li>• Experience of developing and supporting Microsoft Access or other relational databases</li> </ul>

	<ul style="list-style-type: none"> <li>• In-depth experience of working with and managing geographical data, including Ordnance Survey data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing and supporting ESRI field and web applications, including Dashboards, Experience Builder, Field Maps, and Survey123 with xlsx forms</li> </ul>
<p><i>Specific Skills, Abilities and Qualities</i></p>	<ul style="list-style-type: none"> <li>• Advanced user of GIS systems software, including GIS mapping and analysis</li> <li>• An understanding of the components and architecture of ePlanning including online applications, back office and public access systems</li> <li>• In depth knowledge of Ordnance Survey and other geographic data and information management and associated issues including the ability to read and understand data licenses and agreements</li> <li>• Strong interpersonal and written skills, with the ability to build relationships across departments, with suppliers and other organisations</li> <li>• Proven self-starter, with the ability to manage competing priorities and deadlines for self and team</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of FOI, EIR, DPA, INSPIRE and other relevant data and information related legislation</li> <li>• Ability to create and manage UK GEMINI or INSPIRE metadata</li> <li>• Strong contract management skills with the ability to specify, prepare and assess contract and tender documents</li> <li>• An understanding of the IT infrastructure required to ensure the effective operation of corporate GIS and ePlanning systems</li> <li>• An understanding of property gazetteers and their use in the statutory planning system</li> <li>• Ability to translate complicated GIS and technical information to meet the needs of a variety of audiences</li> </ul>
<p><i>Required Qualifications</i></p>	<ul style="list-style-type: none"> <li>• A recognised qualification at Degree level (or equivalent relevant experience) in GIS or a related discipline</li> </ul>	
<p><i>Any Additional Job-Related Requirements</i></p>		<ul style="list-style-type: none"> <li>• A current driving licence with entitlement to drive in the UK (or access to a driver, if disability prevents)</li> </ul>