

Designation:	Corporate GIS and Systems Officer
Grade:	Stroud 5
Hours:	37
Location:	Ebley Mill, Hybrid working arrangements
Job Purpose:	To support the IT Management Team in delivery of the Council's on-going investment in ICT particularly utilising spatial solutions and data.
Responsible to:	Systems Development Manager
Responsible for:	No supervisory responsibility

KEY DUTIES

- Working with user departments specify, procure, and implement geographic information solutions to meet user needs and corporate objectives.
- Working with user departments design, program and implement geographic information systems to meet user needs and corporate objectives.
- To provide expert advice regarding the continued efficient development of geographic information systems within user departments
- To participate in multi-platform IT systems implementation projects
- To provide expert technical IT advice to user departments
- To ensure that operational geographic information systems continue to function efficiently
- To work with others to secure corporate IT objectives
- Pursue personal and professional development by all appropriate means and to participate in personal training and development as may be reasonably required.
- Any other duties properly assigned by the Head of ICT.

Work subject to deadlines involving changing problems, circumstances or demand

SKILLS AND KNOWLEDGE

- Educated in a relevant ICT discipline or comparable experience
- Excellent communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of staff management

- Experience of managing budgets and expenditure.
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- Developing and delivering creative ICT business solutions that allow corporate and public facing services to continually improve their performance and value for money.

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

JUDGEMENT AND DECISIONS

- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

- Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

- Casual

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.