

JOB DESCRIPTION

GIS Analyst/Programmer

Directorate and Section/Unit: Corporate Services/Information and Business Systems
Post Number:

Scale:

SC4-SC6	Trainee GIS Analyst/Programmer
SO1-SO2/*	GIS Analyst/Programmer *progression beyond bar subject to vacancy and assessment of ability to undertake duties of a higher level
P01	Senior GIS Analyst/Programmer

The **Trainee GIS Analyst/Programmer** duties are for new entrants whilst they gain expertise in the basic system development techniques.

The **GIS Analyst/Programmer** post demands a high degree of competence in a number of development skills.

The **Senior GIS Analyst/Programmer** requires competence in all aspects of systems development work together with proven ability to manage projects and staff workloads. Responsible for supervision and development of less experienced staff

Reporting to: **GIS Programme Co-ordinator**, Information and Business Systems

Responsible for: **Senior GIS Analyst/Programmer** responsible for less experienced members of development team.

Main Purpose of role:

- To develop new GIS-based web applications, and to support and maintain the corporate GIS internal and external systems.

Key Accountabilities:

- To develop GIS solutions for a variety of customers based on their requirements and in accordance with the Authority's project control standards.
- To provide technical support to telephone and e-mail requests from users of the corporate GIS and associated products.
- To write and test GIS applications and create databases in accordance with approved design, and implement following agreed guidelines/standards.
- To keep up to date with development techniques by attending lectures, seminars, training courses and reading technical material as directed by senior staff.
- To document developments in accordance with departmental standards.
- To conform to the corporate standards of web and database provision.

- To assist in developing and maintaining the central GIS spatial database and the data contained within it.
- To assist with technical guidance and on-the-job training of less experienced staff, and check work of colleagues as required.
- To provide training of the system for users.
- To carry out such other tasks relating to the service as may become necessary.

Other duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To participate in the Council's emergency response arrangements as directed by the designated officer.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Directors, Heads of Service and Officers from any directorate.

External: Local Authorities, Partnership Organisations, Suppliers

Notes:

- The Council reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.