

## **JOB DESCRIPTION**



<b>POST TITLE:</b>	Gazetteer Management Services Officer
<b>POST NUMBER:</b>	IT24
<b>GRADE:</b>	E
<b>RESPONSIBLE TO:</b>	Senior Gazetteer Management Services Officer
<b>RESPONSIBLE FOR:</b>	Maintenance of Local Address Gazetteer Administration of GeoServer database
<b>LIAISON WITH:</b>	Senior Gazetteer Management Services Officer, Street Naming and Numbering Officer, Information and Computer Technology (ICT) Services and all customers of Mid Devon District Council's ICT systems including officers, councillors, members of the public, external contractors, suppliers and other organisations

### **KEY CORPORATE ACCOUNTABILITIES:**

01. To assist in representing the Council on matters regarding the Local Address and Street Gazetteers including their management and maintenance.
02. To assist in ensuring that any corporate information and other modernising Government initiatives fully incorporate the role of the Local Address and Street Gazetteers.
03. To assist in the provision of a corporate data capture function to ensure the integrity and completeness of the Council's spatial information.
04. To assist in the achievement of Best Value for the provision of Council Services.

### **KEY SERVICE ACCOUNTABILITIES:**

01. To be responsible for the day to day maintenance of the corporate Local Address and Street Gazetteers, ensuring its correctness, currency, coverage and completeness.
02. To be responsible for ensuring the automated daily data transfer files have uploaded to the National Hub site and that any errors or warnings are promptly acted upon.
03. To assist in providing specialist support and advice to individual users and service areas within the Council regarding integration of systems with the Local Address and Street Gazetteers.
04. To ensure that Local and National conventions and British Standard 7666: 2006 standards for geographical referencing are fully adhered to in the maintenance

process and that any changes arising from the Council's statutory Street Naming and Numbering function are incorporated into the Local Address and Street Gazetteers.

05. To carry out site inspections, when necessary, to identify the location of new and altered property, identify the extent of land parcels and photographically record all newly erected street nameplates.
06. To be responsible for ensuring that all monthly matching records sent from the National Hub relating to the Valuation Office (Council Tax and Non Domestic Rates), Postcode Address File, street records, positional accuracy, candidate records and Basic Land and Property Unit Classifications are dealt with in a timely manner and returned by the strict deadlines.
07. Notify changes, additions and deletions to the Local Address and Street Gazetteers, both properties and streets, to other sections of the Council when outside the scope of Street Naming and Numbering Team.
08. To liaise with the Street Gazetteer Custodian at Devon County Council in the provision of day to day maintenance, administration and support of the Council's Street Gazetteer to ensure its currency, accuracy and completeness for inclusion in the National Street Gazetteer.
09. To assist in the provision of a corporate Geographic Information Service including the processing of spatial data updates, producing bespoke maps, carrying out data capture work and providing technical support to the Street Naming and Numbering Team.
10. To attend recognised National and Regional workshops and user groups relating to address and street data and Geographic Information Systems.
11. To maintain a working knowledge of the corporate Geographic Information Systems and Uniform software and to provide training to users when required, including the production of appropriate training material and procedures documents.

#### **OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

#### **HEALTH AND SAFETY:**

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

## **RISK MANAGEMENT:**

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risks to the Group or Line Manager.

## **DATA PROTECTION:**

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

## **SAFEGUARDING CHILDREN AND ADULTS AT RISK:**

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using [the government DBS Tool](#) that this role is required to hold a Basic DBS level check.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

## PERSON SPECIFICATION

### GAZETTEER MANAGEMENT OFFICER

CATEGORIES	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years experience in a similar or related role.</li> <li>• Educated to HNC/HND/BTEC/degree or equivalent national standard.</li> <li>• Experienced in the use of ArcGIS 10.x and QGIS or possessing transferable skills from similar Geographic Information System software.</li> <li>• A clean UK driving license.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised qualification in Geographic Information Systems.</li> <li>• Experience in training users in the use of spatially enabled software.</li> <li>• Experience of working with a wide range of people at all levels and abilities.</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>• A working knowledge of British Standard 7666:2006 and national conventions relating to the compilation and maintenance of a Local Address and Local Street gazetteer.</li> <li>• Experienced in the use of Gazetteer Management software.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of Local Authority business processes.</li> <li>• An understanding of the concept of Public Service Delivery.</li> <li>• An understanding of the Street Naming and Numbering function of Local Authorities.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Good oral, written communication and graphic presentation skills.</li> <li>• Analytical and problem solving abilities.</li> <li>• Experiencing of managing, interpreting and presenting information.</li> <li>• Good IT skills in Microsoft Word and Excel</li> <li>• Competent in the use of peripheral hardware (e.g. scanners and printers).</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to influence and persuade.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to work in a methodical and systematic way with particular emphasis on accuracy and attention to detail.</li> <li>• A flexible approach to work and able to adapt as needs require.</li> <li>• Able to work to strict deadlines.</li> <li>• Able to work on own initiative when required.</li> <li>• Committed to the delivery of quality products and service.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to form effective working relationships with authority staff at all levels.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Able to work as part of a small, busy team.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work outside of core hours when required.</li> </ul>

Date: October 2019