**Job Description**

**Business Systems Officer (GIS)**

**Level: 7**

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| **Responsible To:**  | **Responsible For:** |
| Business Systems Manager | NA |

**About the job:**

Leading the effective management of the Local Land and Property Gazetteer for Chorley and South Ribble Councils and supporting the use of GIS in ensuring that the organisations maximise the use of technology and information to achieve key corporate goals.

**Role:**

To effectively manage and maintain the Local Land and Property Gazetteer for the councils, ensuring that the Street Naming and Numbering function is performed in line with statutory obligations and procedures.

To lead on the development and use of GIS as a corporate resource and a strategic and operational support tool.

To create and maintain strategies, documentation and data sets to support the use of LLPG and GIS across the organisations.

To support the training of staff in relation to business systems, data and information.

To contribute to the work of the business systems team, working in partnership with services to identify, design, implement and manage systems and business improvements.

To create mapping layers to drive service delivery across the councils and provide accurate ownership information to residents.

To participate in standby arrangements and work flexibly including evenings and weekends in line with business needs and as required.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* A relevant qualification or equivalent experience.
* Extensive knowledge and experience of BS7666.
* Extensive knowledge of ArcGIS Pro and ArcGIS online
* Evidence of continuing professional development.

**Experience & Knowledge**

* Experience of system administration and managing complex data sets.
* Experience of working with GIS applications and data including QGIS and OS datasets.
* Knowledge of LLPG and associated protocols, policies and requirements.
* Knowledge of the use of GIS in delivering corporate priorities.
* Knowledge of working with API’s to develop custom applications and maps
* Knowledge of how council services can be improved by maximising the use of data and technology

**Skills & Abilities**

* Ability to communicate effectively at all levels and present complex information in an understandable way.
* Strong analytical skills and the ability to accurately interpret information.
* Ability to plan and prioritise effectively to achieve key objectives.
* Excellent IT skills.

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.