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**GIS and Address Officer**

**Job Description**

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| **1. POST DETAILS** | |
| Service Area: | Digital Services |
| Division: | Resources |
| Post Number: | B2303B |
| Working Hours: | 37 |
| Grade: | 7/8 |
| Work Base:  Agile/fixed/mobile: | Civic Centre  Agile |
| Prepared/Agreed by: | Corporate Head of Customer, Digital and Collection Services |
| Date: | July 2025 |

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| **2. ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: | GIS & Address Manager |
| Deputising Responsibility: | N/A |
| Directly Supervises: | N/A |
| Indirectly Supervises: | N/A |

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| **3. JOB AIM AND PURPOSE (What is the job trying to do?)** |
| To manage and have principal responsibility for the maintenance of the Local Land and Property Gazetteer as the Council’s LLPG Custodian, as well as promoting its use as the definitive address system for the Council and supporting its integration into Council ICT address based systems. In addition, to carry out Street Naming and Numbering duties in accordance with policies and best practices.  To assist in the implementation and development of the corporate Geographical Information System (GIS), including data digitisation and validation, assisting in corporate GIS projects, maintaining existing GIS systems & web maps and offering specialised advice in responding to GIS and geospatial enquiries. |
| **4. MAIN OBJECTIVES** |
| This multifaceted role supports critical council operations by managing and maintaining accurate geospatial data.  Firstly, the role involves managing Runnymede’s Gazetteer, ensuring it serves as the authoritative source for addresses within the Council's jurisdiction. This includes maintaining data accuracy, completeness, and consistency.  Secondly, the role encompasses the management of Street Naming and Numbering processes. This involves overseeing the assignment of unique and consistent street names and numbers, ensuring compliance with all relevant regulations and best practices.  Finally, the role contributes to the development and maintenance of the Council's Geographic Information System (GIS). This includes data collection, analysis, and dissemination, as well as providing expert GIS support and guidance to various departments within the Council. |

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| **MAIN DUTIES AND RESPONSILBITIES OF THE POST** |
| **Address responsibilities**   1. To be responsible for and document the management, maintenance, development and support of the Local Land and Property Gazetteer as the Council’s LLPG Custodian. 2. Carry out data cleansing and matching to improve the quality of the LLPG and to ensure it meets the Council’s annual Improvement Schedule benchmark. 3. To ensure the Council meets its statutory obligations for LLPG data submissions to the National Land and Property Gazetteer. 4. To respond to all address-based enquiries. 5. To ensure LLPG & SNN processes are fully documented following the GeoPlace Data Entry Conventions. 6. To liaise with the County Council for queries and updates related to the National Street Gazetteer. 7. To perform spot checks to make sure data is accurate. 8. To be responsible for the street naming and numbering process and take all reasonable steps to enable the council’s address databases to be kept up to date, in line with the LLPG. 9. To discharge the Council's statutory responsibilities with regard to street naming and numbering (SNN) in accordance with Runnymede Borough Council's SNN Policy. 10. Act as a controller/gatekeeper for all SNN and LLPG matters and respond to general enquiries from staff, members of the public, members of the council, statutory bodies, or agencies relating to LLPG and SNN, giving appropriate advice either in person, by phone or through correspondence. 11. To carry out the day-to-day administration of SNN and LLPG processes / applications in accordance with all statutory requirements, including the collection of information on-site and consultation with statutory bodies and other interested parties (Royal Mail, developers etc.). 12. To carry out any other miscellaneous SNN duties as required. 13. To regularly review the operation of the SNN function, improving and developing the business process. To provide documentation of procedures for LLPG operation. 14. To support and promote use of the UPRNs.   **GIS responsibilities**   1. To undertake digitisation of spatial data onto the corporate GIS system for the provision of data analysis and visualisation through desktop and web GIS applications. 2. To undertake data validation and quality checks against internal and external data sources to ensure data accuracy and currency for corporate GIS datasets. 3. To be responsible for the digital map production of spatial data to support Council projects and services in providing location-based intelligence. 4. Assist in the planning and implementation of GIS project-based work for business units throughout the Council. 5. Assist in the maintenance of the Council’s geospatial database to ensure data security and availability. 6. Assist in the creation and update of metadata to conform to the INSPIRE Directive and UK GEMINI standards. 7. Assist in the creation and maintenance of data translation workflows to automate and / or improve GIS processes. 8. Provide specialised advice and assistance in responding to GIS enquiries. 9. To be responsible for Council compliance with the PSGA by managing OS data sharing agreements with third parties.   **General**   1. To ensure compliance with the Council’s Customer Care Code. 2. To ensure fairness and equality of treatment to customers and staff and adherence to the Council’s equal opportunities policies as they relate to services and employment. 3. To ensure effective prioritisation of tasks and management of time. 4. To make the best use of IT resources in processing and management of information and delivery of services. 5. To understand what good Customer Service is and how to provide it. 6. Represent the Digital Services team and Council in a professional and positive manner with both internal and external stakeholders. 7. Undertake training as and when required. 8. Comply at all times with the relevant security, privacy and data protection standards. 9. Any other duties which may be allocated from time to time which are commensurate with the post holder’s qualifications and experience. |

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| *General*  *The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.* |

*The delivery of this job description should be read in conjunction with the council’s competency framework.*

**Person Specification**

Please indicate whether the criteria are assessed against the application form, interview or assessment by using the letter indicated in the columns to the right.

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|  | Method of Assessment | | |
|  | Essential E or Desirable D | Application Form AF | Interview I/ Assessment A |
| **Knowledge** |  |  |  |
| Knowledge of importing and exporting data | E | AF | I |
| Knowledge of automating or improving tasks | E | AF | I |
| Good understanding of data cleansing, matching and manipulation using software like Excel | E | AF | I / A |
| Knowledge and/or experience of LLPG & NLPG processes and procedures | D | AF | I |
| Knowledge of the use of GIS in local Government | D | AF | I / A |
| Knowledge of Ordnance Survey and the PGMA | D |  | I |
| Good understanding and knowledge of GIS and spatial data | D | AF | I |
| **Skills and Experience** |  |  |  |
| Experience of liaising with customers externally and internally | E |  | I |
| Experience of working with Microsoft 365 suite | E |  | I |
| Experience of working to deadlines | E |  | I |
| Experience of working in a team | E |  | I |
| Experience of troubleshooting problems | E |  | I / A |
| Experience of having a high attention to detail | E |  | I / A |
| Experience of planning and prioritising  multiple projects or requests | E |  | I |
| Experience of working with QGIS or a similar desktop GIS | E | AF | I |
| Experience of working with LLPG software | D | AF | I |
| Experience of working with GeoServer | D | AF | I |
| Experience of working with Open Source Geospatial Databases (PostGIS) | D | AF | I |
| Experience of working with FME (Desktop & Server) | D | AF | I |
| Experience of working with web script (CSS/JS/HTML) | D | AF | I |
| **Training and Qualifications** |  |  |  |
| Relevant experience of working with Data Handling | E |  | I / A |
| Educated to GCSE level or equivalent in, Maths, English and a related IT subject | E | AF |  |
| Attended a GeoPlace Address training course | D | AF | I |
| Educated to degree level or equivalent in GIS | D | AF |  |
| Relevant experience of working with Spatial Data (UPRNs, Coordinates, Addresses) | D |  | I / A |
| **Other Requirements**  Willingness to undertake relevant training  Ability to work flexibly and occasionally out of hours | E  D |  | I  I |