

# Job summary

**Role title:** GIS Analyst & Administrator

**Department:** Technology, Data and Experience

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## General description of role

This role forms part of the corporate Data & Insight team which aims to shape the way Reigate & Banstead Borough Council uses data to drive transformation, inform policy, support service improvement, increase income and achieve better outcomes for residents and customers. You'll take part in discovery work, innovative analysis and insight generation on high-profile projects within an energetic, experimental and responsible environment.

Whilst primarily employed by Reigate & Banstead Borough Council, this role involves working across Mole Valley and Reigate & Banstead Councils to provide, maintain and develop geospatial services and support users within both organisations. You will be responsible for the provision and maintenance of Geographical Information Systems (GIS) together with the administration, analysis and best use of geospatial data throughout the Councils.

Whilst predominantly a technical role, you should be a good communicator, able to work with a range of people to enable them to develop their knowledge and understanding of data and how it can be used to improve what they do.

The diversity of skills and expertise within the team (inc data science and social research) will provide you with opportunities to collaborate, explore innovative new possibilities and realise professional development aspirations. There will be scope to work beyond traditional constraints of larger organisations and to immerse yourself in rewarding work that delivers immediate and tangible benefits to both organisations, Surrey residents and businesses.

Permanent, 36 hours per week (21.6 hrs at RBBC, 14.4 hrs at MVDC). Hybrid/remote working supported, with some attendance expected at Councils' offices in Surrey.

Employment with Mole Valley District Council is for a fixed term period ending on 31 March 2027, after which the role will revert to full-time at the newly formed East Surrey Council.\*

### \* Local Government Reorganisation

Reigate & Banstead Borough Council (RBBC) and Mole Valley District Council (MVDC) are part of the government's plans for Local Government Reorganisation (LGR) scheduled to take place in April 2027. This means the current two-tier system, where services are split between Surrey County Council and district and borough councils, will be replaced with two unitary councils made up of East and West Surrey, which will handle all local services. RBBC and MVDC will form part of the new East Surrey unitary authority.

Although this may lead to some uncertainty for anyone considering a role with us, this process will take some time and during that time we still need to provide services. When local government is reorganised, most staff will transfer to the new council which may offer additional opportunities for career development and variety as part of a larger organisation.

Further information on LGR can be found here: [Local Government Reorganisation \(LGR\) and Devolution | Reigate and Banstead](#)

## **Main duties & responsibilities of role**

1. Technical design and maintenance of data outputs (e.g. maps, dashboards and other visualisations) used across the councils for tactical and strategic decision-support. Pursue innovative approaches to reveal insights and promote interest in data-led research.
2. Analyse mostly structured data, to derive insights that can be interpreted and put into action by a broad-ranging audience of officers, managers, politicians and service users. Architect solutions to data-orientated challenges and translate these into actionable business value.
3. Capture and management of data within a corporate data repository for the purposes of data transformation, analysis and visualisation through various applications. Ensure all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the councils' Data Management policies. To include automated Extract, Transform, Load (ETL) transformational workflows, quality control checks and basic data engineering.
4. Support priority organisational projects with GIS and Data deliverables. Including foreseen work to migrate Land Charges data to HM Land Registry and help implement Local Government Reorganisation (LGR) in Surrey.
5. Promote the work of the team, deliver training and share insights across the council - with the aim of enabling effective knowledge sharing and generating a shared awareness of the latest research and intelligence.
6. Manage and develop the existing GIS software portfolio (QGIS, Geoxphere, PostgreSQL, FME, G3Wsuite, IDOX Uniform, Statmap Planning, ESRI ArcGIS). Act as system administrator, managing relationships with suppliers and related third parties, in liaison with IT teams.
7. Support Emergency Planning including the VPRS (Vulnerable People Reporting System), maintenance of GIS data and systems used for emergency response, and training of responsible officers.
8. Maintain current knowledge of industry products, best practice and new methodologies; seek to implement these within the council where appropriate, assisting with upgrades and empowering teams to embrace an evidence-based culture founded on good data practises.
9. Maintain and develop internal and external user-facing GIS solutions (including popular website mapping portals) in line with the councils' Digital and Customer ambitions. Maintain the team's self-service GIS resources for staff (e.g. training materials).
10. Collaborative working and data sharing with external partners and vendors, including acting as principal contact for the Public Sector Geospatial Agreement (PSGA). Liaising with external data suppliers to acquire and manage third-party spatial datasets. Maintain compliance with national and regional legislation, agreements and standards.

# Person specification

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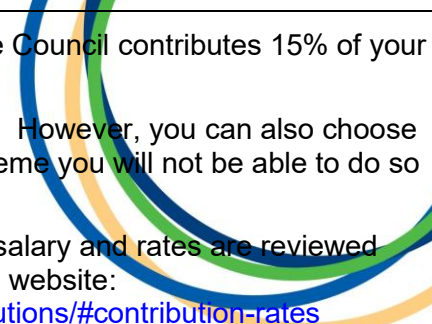


Selection and Interview Criteria	Criteria importance  E = Essential P = Preferred
<b>Qualifications</b>	
Maths and English at GCSE level A*-C grade or an equivalent qualification	E
Degree level qualification in relevant subject or equivalent industry experience	E
Postgraduate qualification in relevant subject	P
Membership of relevant industry body and/or evidence of continual professional development	P
<b>Experience and achievements</b>	
Significant recent experience of working with geographic information systems and data. Including in systems management and/or expert user role	E
Strong understanding of the principles of data management, inc collection, storage, documentation, processing, linking, sharing and archiving	E
Ability to produce, interpret and present data analysis findings, identifying key trends, recommendations, issues/risks and offer conclusions that provide meaningful insight and actionable improvements.	E
Experience with the following GIS technologies: QGIS, FME, PostgreSQL.	E
Experience with data technologies, ideally including PowerBI, SQL, Python, ArcGIS, R, Mosaic segmentation (or similar), IDOX Uniform and Google Analytics.	P
Experience with a selection of the following technical skills: Data engineering, Database operations, Metadata cataloguing, Business Intelligence, OGC web services, Open Data publication and basic statistical techniques.	P
In-depth familiarity with Ordnance Survey and other PSGA products, their acquisition, maintenance and utilisation.	P
Strong cartographic abilities for map creation and presentation.	P
Confidence with relevant regulation, legal, governance and ethical obligations associated with data activities.	P
Experience working in a complex political organisation or structure, ideally from exposure to central or local government duties.	P
<b>Role required competencies and behaviours</b>	
Meticulous with accuracy and attention to detail, including the promotion of good data quality behaviours among others.	E
Strong IT, data and numeracy skills, including working with raw data, spreadsheets, databases, reporting, visualisation, remote desktop. Highly competent in the user of Microsoft Excel.	E
Willingness to learn new skills and approaches necessary dependent on project and client needs.	E

Good interpersonal skills. Able to prepare communications material to suit a range of audiences. Particularly in training and supporting communities of users	E
Ability to work independently, exercising good initiative, judgement and time/workload management, often across multiple concurrent tasks, including administrative work.	E
<b>Corporately required personal qualities and behaviours</b>	
Innovative	E
Supportive	E
Flexible	E
Positive	E

## Summary of employment package

<b>Place of work</b>	<p>The role will be primarily based at <b>Town Hall, Reigate</b> but accommodates hybrid/remote working. Attendance will also be required (frequency to be agreed) at Pippbrook Offices in Dorking during work for Mole Valley District Council (MVDC).</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
<b>Salary</b>	<p>Graded <b>Technical Specialist 2 (TS2)</b> the salary will be in the region of <b>£35,820 to £45,909</b> per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
<b>Duration of contract</b>	<p>The contract will be offered on a permanent basis.</p>
<b>Probationary period</b>	<p>Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.</p>
<b>Hours of work</b>	<p>Hours of work are nominally 36 per week (21.6 hrs at RBBC, 14.4 hrs at MVDC)</p>
<b>Employment Benefits</b>	
<b>Flexible working hours</b>	<p>Dependant on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs.</p> <p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
<b>Annual leave</b>	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>



<b>Pension</b>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website:  <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<b>Training and development</b>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has access to a broad range of self-directed, online training opportunities. The Data &amp; Insight team also maintains a separate training budget.</p>
<b>Professional subscriptions</b>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, subject to manager approval.</p>
<b>Car parking / Travel loan scheme / Cycle purchase scheme</b>	<p>With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now, everyone who works on site at the Town Hall can use a parking space for that day. We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets, or a season car park pass, and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).</p>
<b>Employee discounts</b>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions	
<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"><li>• at least two satisfactory references</li><li>• eligibility to work within the UK, and proof of your identity</li><li>• evidence of relevant qualifications</li></ul>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Disclaimer</b>	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate &amp; Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p> <p>Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.</p>



# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

