

Job Description

Position Details

Position:	Gazetteer and GIS Officer
Directorate:	Corporate Services
Service:	Performance and Democratic
Position no:	BG11135
Grade:	5
Hours of work:	37 per week
Work style:	Agile Worker
DBS required:	None
Contact:	Lee Powell
Date:	April 2026

Politically Restricted? Yes* No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: **Team Leader – Data and IT, Performance and Democratic**

Responsible for:

- To maintain and administer the Land & Property Gazetteer (LLPG) for Blaenau Gwent County Borough Council, ensuring that address and street data is maintained to a high standard of accuracy, and regular updates are submitted to the National Land & Property Gazetteer (NLPG) as required.
- To be responsible for the timely uploading of information to the NLPG (GeoPlace).
- To be responsible for the managing and resolving of identified errors and/or update requests on GeoPlace.
- To be responsible for updating the LLPG with data relating to new developments and streets, or changes to existing properties and/or streets.
- To co-ordinate work on cleaning historical data, matching historical addresses to current Unique Property Reference Number (UPRN) data.
- To provide additional and occasional assistance on broader geospatial tasks including plotting data and creating maps, to support a range of activities.
- Unique Property Reference Number (UPRN) data.
- To support the development of GIS systems within Blaenau Gwent.

Principal Accountabilities

1. Act as the custodian of the Local Land Property Gazetteer (LLPG) and Local Street Gazetteer (LSG), which are the central repositories for land, property and streets data in the Council.
2. In relation to GeoPlace activity, be responsible for sending regular updates, resolving identified errors and addressing data development requests.
3. Develop, apply, maintain, and improve the Council's Local Land & Property Gazetteer (LLPG) to be compliant with the established standards.
4. Work with Blaenau Gwent staff to fulfil the Council's statutory responsibilities with regard to street naming and numbering in accordance with the established standards.
5. Act as a controller/gatekeeper for 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 street naming, giving appropriate advice either in person, by phone or through correspondence.
6. Receive data from Street Naming and Numbering, planning and Electoral process and take all reasonable steps to enable the council's address databases to be kept up to date, in line with the LLPG.
7. Carry out the day-to-day administration of the street naming processes or applications in accordance with all statutory requirements, including the collection of information on-site and consultation with statutory bodies and other interested parties (Civil Contingencies, Education, developers etc.)
8. Resolve address anomalies which have been highlighted between different address datasets in use within the LA and by third parties (e.g. Royal Mail, HMLR and VOA) and notify all relevant bodies of the official addresses.
9. Resolve conflicting issues, de-duplicate and keep cross references with other data sources such as Council Tax, Electoral Roll, Street Naming and Numbering (SNN), Local Street Gazetteer (LSG) etc.
10. Respond to requests from Services including the plotting of relevant data on maps, and creating map overlays for e.g. live birth data, catchment areas, area boundaries, road traffic accident hotspots.
11. Meet with software providers to ensure compliance with responsibilities, and awareness of future developments.
12. Work with other services and/or staff on the use and development of GIS systems across the Council to better support services and to build capacity and resilience

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
5 GCSEs (or equivalent) including Maths and English	E	A
Experience and understanding of relevant software applications, in particular Gazetteer management software, databases and GIS software.	E	A & I
Experience in creating and maintaining properties and streets in the Local Land and Property Gazetteer.	E	A & I
Experience in the submission of statutory returns associated with the LLPG.	D	A & I
Knowledge of the principles of information and data management	D	I
Experience		
Demonstrate experience in the use of software applications, including Microsoft Office and relational databases.	D	A & I
Demonstrate experience in the use of Geographical Information Systems	E	A & I
Demonstrate experience in the operation, configuration and design of web based GIS applications	D	A & I
Demonstrate experience in the management, analysis and application of data	D	A & I
Knowledge / Skills		
Competent in the use of IT Systems	E	A & I
Able to communicate effectively with team members, internal clients and outside agencies	E	A & I
Able to work to agreed standards.	E	A & I
Able to work to deadlines	E	A & I
Personal Attributes		
Special Working Conditions / Requirements		
Be able to work flexibly in respect of the requirements of this post	E	I

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit www.blaenau-gwent.gov.uk