2026/0231

Armagh City Banbridge & Craigavon Borough Council

JOB DESCRIPTION

Post:	Geographical Information Systems (GIS) Officer
Directorate:	Regulatory Services, Facilities & Assets
Department:	Planning
Reports to:	Higher Planning Officer
Location:	Civic Building, Banbridge but may be required to work at other facilities throughout the Borough as required. (Reserve lists may be kept for same or similar posts throughout the Borough).
Salary:	SO1 SCP 25-27 £37,563- £39,481 per annum
Hours:	37 hours per week, Monday – Friday 9.00 am – 5.00 pm. A flexible working hours' scheme in operation. The post holder may be required to work outside normal office hours to meet the needs of the post.
Duration:	Permanent

The Council may retain a list of reserve candidates arising from this recruitment for any vacancies which may arise which are the same or similar and are of an equal grade of pay throughout the Council area. Such a reserve list will be compiled and held for a period of 12 months.

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

JOB PURPOSE:

To provide technical support and to manage data standards and procedures and assist with the design, specification and implementation of appropriate Geographical Information Systems (GIS) solutions.

MAIN DUTIES AND RESPONSIBILITIES:

1. Prepare, analyse and present maps/reports with the use of GIS and Microsoft Office.

2. Create and manage GIS spatial information, databases and research.

3. Assist in the preparation, analysis and presentation of maps, reports and documents associated with the Local Development Plan and Planning Housing Monitor information.

4. Assist in the preparation, analysis and presentation of other Planning monitor information (e.g. Economic development, Town Centres and Environmental Assets).

5. Assist in the development and monitoring of Town Centres and Environmental Assets.

6. Provide assistance on consultation and engagement with local communities and other agencies.

7. Attend and assist at conferences, exhibitions, launches, meetings, independent examinations and workshops and prepare the necessary maps and documents.

8. Provide assistance to GIS users in relation to the ESRI suite of products.

9. Assist, where required, with the upkeep and validation of the Local Development Plan's GIS Datasets, including the digitisation of paper maps, the completion of attribute information and the creation of appropriate metadata.

10. Carry out site visits to capture Plan information on GIS.

11. Undertake any other relevant duties that are required and are commensurate with the nature and grade of the post.

While the post is within the Development Planning Unit, the post-holder may be required to work in other areas of planning including Development Management and Enforcement in response to operational priorities.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Basic Access NI check.

Please note that completed applications should be submitted online not later than the closing date and time as stated on the application form.

Human Resources Section (Craigavon Office)

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November 2026