2026/0231

PERSON SPECIFICATION

POST	Geographical Information Systems (GIS) Officer
DIRECTORATE	Regulatory Services, Facilities & Assets
DEPARTMENT	Planning

FACTORS	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
Qualifications and training	• Third level qualification (i.e. HNC/HND, Level 4, Degree) in line with the Qualification and Credit Framework (QCF) in a relevant discipline e.g.: Geographical Information Systems or GIS related subject (Please note relevancy should be clearly demonstrated) (https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) ***Alternatively, if applicants do not possess the qualification outlined above they must demonstrate 4 years' relevant experience as below**		Application
Experience	• 1 years' experience in a working environment in each of the following: ▪ Preparing, analysing and presenting maps/reports with the use of GIS software and Microsoft Office; ▪ Creating and managing GIS spatial information, databases and research; ▪ Conducting land and property searches through online land registry databases; ▪ Assisting in the preparation, analysis and presentation of maps, reports and documents. ***If applicants do not meet the essential qualification as outlined above they must demonstrate 4 years' experience in each of the above)**	• 1 years' experience working in a planning environment. • Experience of using ESRI;	Application/ Interview
Key skills,	• Excellent interpersonal skills and		Application/

knowledge and attributes	ability to work across a range of level of stakeholders within Council and externally; • Excellent verbal and written communication skills • Excellent organisational skills • Self-motivated with excellent decision-making skills; • Ability to work on own initiative and as part of a team; • Working knowledge of ICT applications including Microsoft Office packages Word and Excel; • Ability to create and manage databases of information as required using CAD Corp, Arc View or other relevant GIS IT Packages; • Ability to generate written reports which interpret statistical data into a readable format.		Interview
Driving	• Hold a full current driving license (valid in the UK) and have access to a car at the closing date or have *** access to a form of transport which will permit the applicant to carry outthe duties of the post in full. **** This relates only to any personwho has declared that they have adisability, which debars them fromdriving.*		Application
Working Arrangements/ Flexibility	• 37 hours per week Monday – Friday 9.00 am – 5.00 pm. A flexible working hours scheme is in operation. The post holder may be required to work additional hours as required to meet the needs of the post.		Application/self Assessment