GIS/Spatial Data officer		
Reference No:	SS1047	
Service:	Planning Services	
Job Family:	Planning, Property and Assessors	Grade: FC7

Purpose

Carry out the capture, maintenance, analysis, and management of spatial data, using geographical information system (GIS) software to support the development of digital solutions for of Planning Services and wider corporate needs.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Generate, record, and maintain digital data and mapping to provide accessible and reliable geographic information for spatial analysis and modelling to inform sustainable planning and policy development projects. Support corporate projects by scoping the nature and purpose of the information required and means of delivery. Undertake desk-based data capture (digitising and georeferencing) from a variety of sources including analogue and digital maps to convert into GIS datasets. Develop tools to combine different GIS datasets and create new information or investigate patterns, such as land use, travel and	Ability to provide a regular and effective service.	✓	
	Educated to SCQF Level 7, which includes HNC or Advanced Highers or equivalent in a relevant discipline e.g., Planning, Geography, GIS, IT, Energy, Sustainability or be able to demonstrate employment in an equivalent role for at least the same length of time that it would take to gain the qualification required.	✓	
	Ability to digitise to the GIS industry standards.	✓	

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accessibility, estimating places or the number of people potentially affected by the use or change of land, and demographics. Develop internet web maps and apps to present GIS data and tools on the corporate website.	Experience in a technical or data driven role, with a proven knowledge specialised software packages, particularly those associated with the ESRI product suite and the skills for using the IDOX Uniform system.	✓	
Verify reports of quality and performance to allow effective monitoring of the quality and effectiveness of GIS.	Research skills.		✓
	Organisational and time management skills.	✓	
Resolve technical and general queries about GIS from internal and external service users.	Competent in data collaboration, management, storage, and maintenance.	✓	
Assist and support the deployment of spatial data, and associated technologies, within Planning Services and corporately within Fife Council.	Strong communication and stakeholder management skills. An ability to interact with business as well as technical teams.	✓	
Analysing, evaluating, and reporting on complex and large datasets. Developing and maintaining data sets and computer systems. Preparing reports, publications, and statistical information. Liaising with internal and external agencies. Ensuring that activities for which the post holder has responsibility are carried out in accordance with the Council's financial policies and procedures.	Numerical skills with the ability to analyse data and statistics.	✓	
	Ability to handle and quality check large datasets.	✓	
	Analytical skills.	✓	
	Workflows, analysis, and visualisation of data.	✓	
	Geospatial intelligence.	✓	
	Knowledge of IT systems, including the use and manipulation of complex databases and spreadsheets relating to spatial data management.	✓	
	Presentation skills		✓

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	Attention to detail / Detail oriented.	✓	
	Strong written and communication skills.	✓	
	Networking and teamworking skills.		✓
Assisting in the day-to-day technical policy and administrative support of the planning service.	Organisation awareness.		✓
	Computer skills using standard and bespoke packages.	✓	
Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.	Experience of working effectively with colleagues at all levels and the ability to work independently.	✓	
Embracing and pursuing available opportunities for personal development. Gain new experience and participate in creating similar opportunities for other members of the team. Participating fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.	Self-motivation and a proactive attitude to work.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	**Expected Behaviours**
• Skills Framework (if applicable) • **How** we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.