Geospatial Data and Systems Manager

Department: Infrastructure, Housing and Environment

Division: Property & Capital Projects

Reports to: Property Strategy Asset Manager

JE Ref: IHE1124

Grade: CS11   **JE Date:**   3/11/2021

Job purpose

Managing the Government of Jersey's digital map and associated datasets, developing, implementing and supporting mapping and location aware applications in accordance with the objectives of the Government of Jersey's Geospatial Strategy.

Coordinating the relationship and liasion with Government of Jersey Geospatial partners in providing a commercial service to external customers whilst maximising the opportunities for income generation to the Government of Jersey.

Job specific outcomes

Coordinate the management of GIS databases, ensuring their integrity and efficient operation, being responsible for addressing and resolving any operational system problems and malfunctions throughout their lifecycle, ensuring they remain accurate, up to date and available to both Government users and third-party commercial users. Coordinate the maintenance of a detailed register of data sets.

Organise the provision of a helpdesk service for all systems / application / database users. Working with the Information Management team to facilitate the sharing of data across the organisation and supporting online Government initiatives aimed at improving and creating more efficient ways for public interaction and engagement with Government institutions and services.

Manage the GIS team, ensuring continual development and optimum use of resources.

Develop relationships with key stakeholders in customer departments and User Groups and work with them to understand business needs, priorities and requirements.

Lead on setting GIS and mapping strategy and procedure related to information management, advising Senior Management and other internal and external stakeholders on relevant policy and legal issues to support effective deployment of strategy at a directorial and departmental level.

Devise, direct and implement the information management strategies of the Directorate related to GIS, including creating, implementing and developing systems to monitor the ongoing performance of policies, procedures and services ensuring compliance with relevant legislation, SLA's and identifying trends to inform business decisions and / or improve business activity.

Manage the provision of administration support to the Geospatial Board as set out in their terms of reference.

Manage implementation projects identified by the Geospatial Board ensuring they are delivered on time and within budget.

Be responsible for the management of suppliers including the Business Partners who sell and support the use of the data assets to third party organisations; Be responsible for surveying of companies who provide aerial photography and related services in updating the data assets.

Manage the provision and maintenance of enterprise mapping applications which provide access to the base map alongside specialist charts and spatial information both on the intranet and the public enterprise systems.

Be responsible for the provision of management information including the quality and use of the data assets and meeting service level agreements. Create and maintain policies and procedures for the use and management of the datasets and systems.
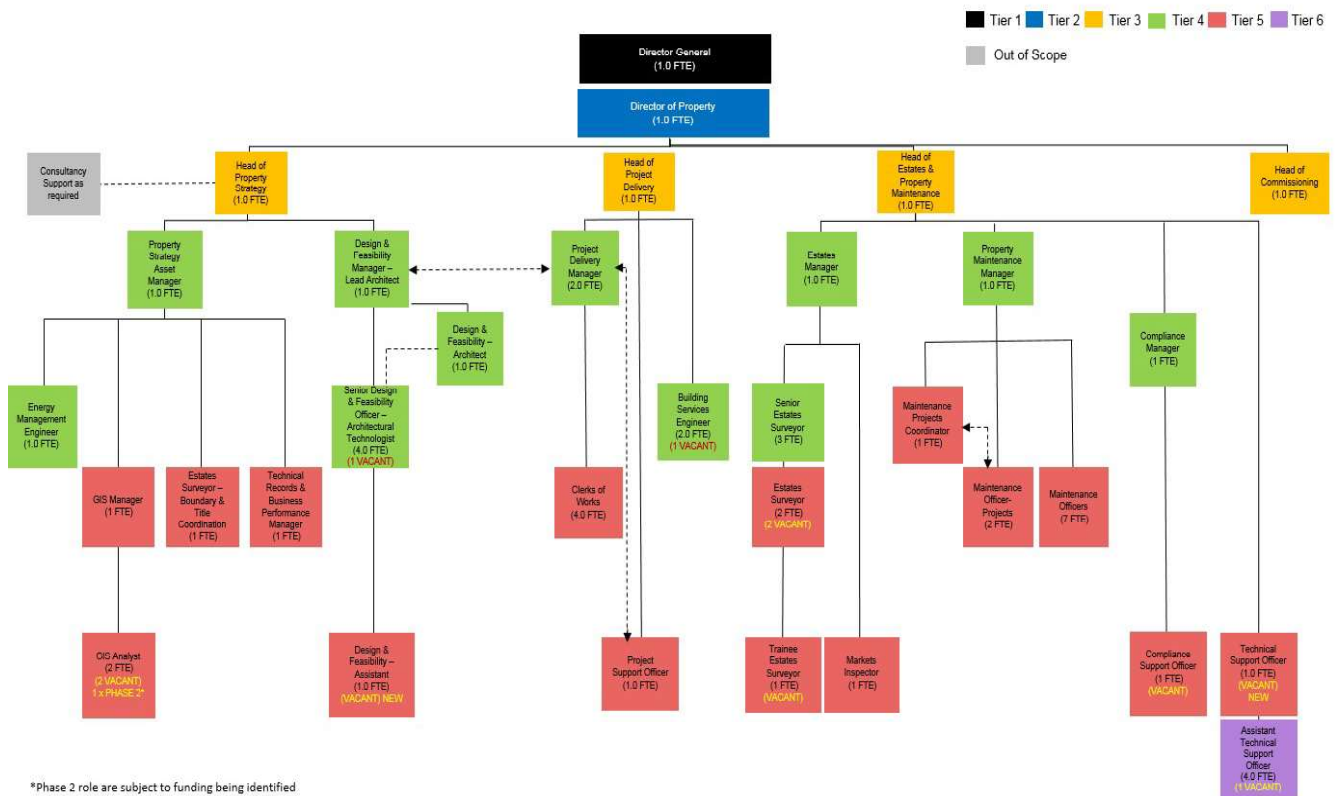
Assist with the provision of a helpdesk service for all Government mapping users. Support and assist users by troubleshooting problems.

Manage the optimum allocation of resources including financial as related to the mapping budget.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Legend: Tier 1, Tier 2, Tier 3, Tier 4, Tier 5, Tier 6, Out of Scope

- Director General (1.0 FTE)
  - Director of Property (1.0 FTE)
    - Consultancy Support as required
    - Head of Property Strategy (1.0 FTE)
      - Property Strategy Asset Manager (1.0 FTE)
        - Energy Management Engineer (1.0 FTE)
        - GIS Manager (1 FTE)
          - GIS Analyst (2 FTE) (2 VACANT) 1 x PHASE 2*
        - Estates Surveyor – Boundary & Title Coordination (1 FTE)
        - Technical Records & Business Performance Manager (1 FTE)
    - Design & Feasibility Manager – Lead Architect (1.0 FTE)
      - Design & Feasibility – Architect (1.0 FTE)
      - Senior Design & Feasibility Officer – Architectural Technologist (4.0 FTE) (1 VACANT)
        - Design & Feasibility – Assistant (1.0 FTE) (VACANT) NEW
    - Head of Project Delivery (1.0 FTE)
      - Project Delivery Manager (2.0 FTE)
        - Building Services Engineer (2.0 FTE) (1 VACANT)
        - Clerks of Works (4.0 FTE)
        - Project Support Officer (1.0 FTE)
    - Head of Estates & Property Maintenance (1.0 FTE)
      - Estates Manager (1.0 FTE)
        - Senior Estates Surveyor (3 FTE)
        - Estates Surveyor (2 FTE) (2 VACANT)
        - Trainee Estates Surveyor (1 FTE) (VACANT)
        - Markets Inspector (1 FTE)
      - Property Maintenance Manager (1.0 FTE)
        - Maintenance Projects Coordinator (1 FTE)
        - Maintenance Officer- Projects (2 FTE)
        - Maintenance Officers (7 FTE)
      - Compliance Manager (1 FTE)
        - Compliance Support Officer (1 FTE) (VACANT)
    - Head of Commissioning (1.0 FTE)
      - Technical Support Officer (1.0 FTE) (VACANT) NEW
        - Assistant Technical Support Officer (4.0 FTE) (1 VACANT)

*Phase 2 role are subject to funding being identified

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications *Please state the level of education and professional qualifications and / or specific occupational training required.*	Degree level qualification or equivalent gained by substantial practical experience in a relevant specialism (e.g. Business Management, Information Management, Project Management, Engineering etc.) Postgraduate qualification in Records Management, Information Management or equivalent	Health & Safety certificate (e.g. IOSH) Project management qualification or equivalent
Knowledge *This relates to the level and breadth of practical knowledge* **required** *to do the job (e.g. the understanding of a defined system, practice, method or procedure).*	Knowledge of: The latest ESRI mapping and data management theory and practices, processes, systems and technologies Knowledge and understanding of legislation and policy as it relates to management information and records in the public sector as relevant to the area of business Knowledge of fundamental mapping and data management principles and standards. Knowledge of performance management and performance metrics	Knowledge of: The activity and processes of Government Management reporting as it relates to this role The departmental priorities, key objectives, risks and issues relevant to the department division and the role
Technical / Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.*	Expert knowledge of GIS/ mapping systems, preferably the ESRI suite of products and solutions. Knowledge of Microsoft Office packages Ability to use technical business applications designed to capture, store, manipulate and analyse technical data as relevant to the specific service and industry Ability to extract, collate and interpret statistical data The ability to produce written specifications, reports, procedures, and guidelines to a high standard.	Driving licence (Group B)
General Skills/Attributes *This relates to more general characteristics required to do the job effectively,*	Problem solving, negotiation and influencing skills Confident decision-maker Ability to develop innovative approaches to service delivery	

e.g. effective written communication skills, ability to delegate, motivation or commitment etc.	Strong relationship building skills Ability to present effectively, both verbally and in writing Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation	
Experience	Experience of: Working on ESRI mapping systems and solutions Records management, ideally in a similar context to the area of the job (i.e. Waste Management, Natural Environment, Property, Performance Management) Business planning, risk assessment and performance management	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Organisational structure

One Government Departments