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| Directorate: | Customer and Support Services | **Section**: | ICT Services – Business TransformationBusiness Solutions Unit |

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| **Job details:** |  |
| **Job title:** | Solutions Development Officer - GIS |
| **Grade:** | 3A |
| **Location of work:** | Salford Civic Centre |
| **Directly responsible to:** | Senior ICT Consultant |
| **Directly responsible for:** | N/A |
| **Hours of duty:** | 36 hours per week in accordance with the flexible working hours scheme |
| **Primary purpose of the job:** | To support the specification, design, build of quality geographical information systems (GIS) which satisfy specified business, functional, and performance requirements, whilst making optimum use of all resources.  |
| **Post ref no:** |  |
| Main duties and responsibilities/accountabilities |
| * To support the build and implemention of quality GIS, which satisfy specified business, functional, and performance requirements, whilst making optimum use of all resources.
* To ensure mapping requirements are translated into workable solutions through open source GIS packages.
* To ensure that the solutions meet appropriate coding, usability, accessibility and branding standards as detailed in the Application Development Guides.
* To support the provision of detailed GIS test plans supported by documentary evidence proving conformance to the requirements specification.
* To ensure the appropriate methodologies and standards within ICT services are adhered to and assist in their maintenance and development.
* Produce regular progress reports as necessary both within the service and to customers, ensuring sound working practises and methodologies are embraced.
* To contribute to the evaluation and application of emerging mapping technologies for the benefit of customer directorates. To assist in 3rd party package procurements
* To contribute and promote a culture within ICT Transformation Services which is receptive to change and responsive to the key influences and challenges which occur both internally and externally.

Subsidiary Areas of Responsibilities* Work as required with key stakeholders and partners to promote coherent customer focused services, which respond flexibly to changes as they arise.
* Support and promote good risk management practice within the team and ensure adherence to the ICT Risk Management Policy, ICT Risk Management Strategy and ICT Risk Management Toolkit.
* Represent the geographical information team at various meetings and working groups etc, both internally and externally with other bodies and agencies from the public, private and voluntary sectors, as required.
* To demonstrate a commitment to the City Council’s Crime and Disorder reduction strategy
* The postholder shall carry out his /her duties with full regard to the City Council’s Equal Opportunities, Health and Safety Policies and the Community Strategy.
* To carry out any other duties as required at a level commensurate with the grade of the post.
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**Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised: March 2017**

**Prepared/revised by: John Gibbons**

**Agreed job description signed by holder:**

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| **Job title** | **Grade** | **Directorate** | **Location** |
| Solutions Developer Officer - GIS | 3A | Customer and Support Services | Salford Civic Centre |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

**Note to applicants**

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Ability to assist with the implementation of a mapping project / work package through the full development life cycle using relevant methodologies. | A,I |
|  | Ability to assist in the translating of a mapping requirement specification into a workable solution. | A,I |
|  | Assist with the testing of a mapping solution to a sufficient level of quality and performance | A,I |
|  | An understanding / knowledge of HTML, JavaScript and CSS | A,I |
|  | An understanding / knowledge of GIS and/or Web Mapping | A,I |
|  | An understanding and knowledge of developing applications that satisfy standards around usability and accessibility | A,I |
|  | Demonstrate communication skills and have shown the ability to develop ongoing, effective relationships. | A,I |

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| **Desirable Criteria** | **Desirable – skills, knowledge and experience etc..** | **\*M.O.A** |
|  | Knowledge and/or experience of the following (or equivalent):* Desktop GIS packages (e.g. QGIS)
* Web Mapping Severs (e.g. GeoServer)
* Building web pages/sites (HTML5, JavaScript, CSS)
* Web mapping frameworks or platforms (e.g. Leaflet)
* SQL and databases (e.g. Postgres)
* JavaServer Pages
 | A,I |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **John Gibbons**  | March 2017 |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre