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| Last updated: | 4 February 2015 |

**JOB DESCRIPTION**

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| Post title: | **GIS Technician** | | |
| Academic Unit/Service: | GeoData, Geography and Environment | | |
| Faculty: | Social and Human Sciences | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 2b (point 15) |
| \*ERE category: | n/a | | |
| Posts responsible to: | GIS Manager | | |
| Posts responsible for: | No direct supervisory responsibility | | |
| Post base: | Mostly office-based, some survey work away from the office | | |

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| Job purpose |
| To work within the GIS team in GeoData to provide GIS and data support to GeoData staff, project partners and external clients. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To contribute to the day to day GIS and data capture / processing activity within GeoData using pre-defined processes:   * Digitising using GIS * Data capture and entry using spreadsheets and databases * Production of maps * Searching for datasets * Creation of statistics and reports * Providing technical support to external clients | 60 % |
|  | Managing data archiving, updating metadata, record keeping related to data held within GeoData | 10% |
|  | To maintain and support the specialist GIS equipment (plotter and scanner) and undertake plotting and scanning for internal and external clients. | 5% |
|  | To take part in data collection for recreation and similar surveys, setting up data capture tablets, surveying members of the general public, data entry and processing | 10 % |
|  | To support GIS training (CPD) activity by preparing laptops with appropriate software and data, setting up training rooms, preparing training manuals, testing training materials | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Staff within GeoData and Geography and Environment  External project partners  External customers and training delegates  Members of the public, when undertaking surveys |

| Special Requirements |
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| Will be required to work on surveys (occasionally at weekends) and attend meetings away from the office. Overnight stays away may be required. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.  Good working knowledge of MS Word.  Experience of data input using Excel and analysing data and presenting summary information in a clear and concise format. | Use of GIS desktop software packages- ArcMap, MapInfo or QGIS  A’level in Geography or related subject  Experience of using MS Access or other database packages.  Previous work experience within a GIS support role. | Application form, interview |
| Planning and organising | Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.  Ability to work well with minimum supervision. |  | Interview |
| Problem solving and initiative | Able to independently solve a range of problems by responding to varying circumstances. |  | Application form, Interview |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.  Ability to effectively allocate work and check the work of others ensuring required data quality standards and deadlines are met.  Ability to adapt well to change. | Previous supervisory experience  Experience of providing training to colleagues and students in relation to technical tasks. | Interview |
| Communicating and influencing | Able to seek and clarify detail.  Experience of providing advice on technical procedures to colleagues and external customers.  Able to demonstrate own duties to other colleagues as required.  Experience of providing clear, accurate and concise written documentation  Fluent verbal English, able to approach, and communicate with, members of the public | Experience of undertaking surveys / questionnaires with the general public. | Interview |
| Other skills and behaviours |  |  |  |
| Special requirements | Willingness to undertake training courses.  Willingness to take part in surveys with the general public away from the office.  Ability and willingness to travel within the UK to work from clients’ offices. Overnight stays away may be required | Driving licence or in the process of obtaining one  Ability and willingness to undertake surveys on weekends (approximately 4 days a year) | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | X |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | X |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | X |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |