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| **Post Title:** GIS Land Ownership Officer | **Director/Service/Sector –** Local Services & Housing / Property Services | **Office Use** |
| **Grade:** 5 | **Workplace:** County Hall | JE ref: 3105HRMS ref: |
| **Responsible to:** Systems Development Manager | **Date:** November 2015 | **Manager Level:** |
| **Job Purpose:** To act as GIS Land Ownership Officer within Property Services and carry out work in respect of the day to day management of the GIS land ownership system and Land Terrier data files.To support others in the use of land ownership systems and instruct in the interpretation of complex documentation.To develop and maintain Geographic Information Systems and carry out cartographic work, data collation, database management, reporting and other technical duties.To maintain land ownership data within the section’s Tribal K2 Asset Management software system and to provide an analysis of land ownership information for both internal and external clients when required. |
| **Resources** Staff  | May supervise junior support staff when required. |
| Finance  | Will have day-to-day responsibility for raising orders with Land Registry and associated journal transfers. |
| Physical  | Maintain key corporate data including GIS land ownership mapping, database records and paper terrier files. Jointly ensure the appropriate use of technical resources, together with development of resources to meet the changing needs of the service.  |
| Clients  | Will have regular general involvement with departmental clients, managers, staff, elected members, external agencies and the general public. |
| **Duties and key result areas:**1. Provide, develop and maintain a GIS land ownership based mapping service for the various Property Services teams, other directorates within the Council (particularly working closely with Strategic Property), elected members as well as the general public and carry out the updating and inputting of data into Tribal K2 Asset Management database and the Geographical Information Systems.
2. Responsibility for the day to day management of the GIS land ownership system ensuring that it is used appropriately, including user training in the use of systems and interpretation of data. Ensure systems are developed to improve service delivery where possible and manage fault resolution to minimise service disruption.
3. To accurately interpret and advise various parties on complex legal documents such as acquisitions, disposals, leases and wayleaves etc. and ensure that appropriate concise summaries are recorded in the data systems for use by Strategic Property.
4. Responsible for the management, maintenance and inputting of land ownership information into various specialist software systems and databases, used by the service and for developing and generating reports, performance indicators and other management information to inform Strategic Property in their portfolio management and review role.
5. To support and deputise for, when necessary, the system administrator for asset management software systems and create/apply appropriate user access rights/permissions for individuals across Property Services, Strategic Property and Finance.
6. Ensure user requests for data/mapping from both internal colleagues and the general public, including Freedom of Information Requests, are correctly prioritised and dealt within the appropriate timescales.
7. Ensure that filing and other information systems are maintained in an efficient manner observing data protection and confidentiality rules and procedures.
8. Undertake accurate Land Registry searches on behalf of Strategic Property as well as other Council colleagues to resolve land ownership issues ensuring that all requests are ordered and journal requests for other departmental requests are accurately submitted.
9. Adopt effective and constructive relationships with colleagues and external contacts, in order to promote delivery of high quality services.
10. Support colleagues within Property Services and Strategic Property through training in the use of property information systems (GIS, GeoCortex mapping and K2 Asset Management software systems).
11. Represent the Council at external user group meetings as required and to disseminate appropriate information to colleagues.
12. To assist in the development of land ownership systems to better meet the needs of the service, including the specification of requirements, user testing of any changes to system resources before adoption and dissemination to colleagues as appropriate.
13. Assist in the design, production and updating of procedural documentation and training materials.
14. In conjunction with senior colleagues, contribute to the maintenance of effective communication systems within the service, maintain appropriate work records to the required service standards and observe data protection, privacy and confidentiality rules and procedures.
15. Other duties appropriate to the nature, level and grade of the post.
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| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | Some travel to other work sites, area offices or training venues throughout the County and occasionally further a-field.Normal office hours but flexi-hours may apply if colleagues provide cover.Minimum exposure to working outdoors. |

**PERSON SPECIFICATION**

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| **Post Title:** GIS Land Ownership Officer | **Director/Service/Sector:** Local Services & Housing / Property Services | Ref: 3105 |
| **Essential**  | **Desirable**  | **Assess by** |
| **Qualifications and Knowledge** |
| * General education with evidence of competency in Literacy and Numeracy.
* NVQ Level 4/degree or equivalent in a suitable qualification
* A strong understanding of the practical issues relating to implementation of GIS mapping and data management systems in a land ownership context within a local government environment.
* A knowledge and understanding of the legislative, operational and procedural issues relating to land ownership/management.
* Understands the relationship between costs, quality, customer care and performance.
* Demonstrates an awareness and commitment to proactive customer care and services
 | * Understands the diverse functions of a large complex public organisation.
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| **Experience** |
| * Extensive experience of using GIS mapping services in a commercial or corporate organisation, particularly the use of ArcMAp10.
* Experience of the use of property data management systems (mapping and Access based data), including the analysis and dissemination of data in a suitable format to a varied audience.
* An understanding of the potential impact of and experience in the mitigation of development proposals on public properties and land.
* Recent experience in contributing to the identification of development needs of IT based asset management systems including the implementation of such developments to improve the efficiency of service delivery
* Experience of working in a customer centred service.
* Recent experience in a technical support role within a relevant context and service.
* Experience in training or skills transfer specifically within a land ownership context.
 | * Experience of Local Government asset management data systems.
* Experience in the use of Tribal K2 Asset Management Suite.
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| **Skills and competencies** |
| * Effective IT skills and ability to understand the use of IT to achieve work objectives.
* Skilled in the use of word processing, spreadsheet and database applications.
* Excellent graphic or cartographic skills consistently working to a high standard of accuracy, including the accurate interpretation of information from a number of sources.
* Ability to interact with people in a positive, calm and helpful manner, including dealing with difficult situations where people may be annoyed/under stress.
* Excellent communication skills (written and verbal) to effectively interact with colleagues, service users, elected members and the public.
* Confident and competent in expressing own views to a varied audience.
* Ability to work accurately and systematically in busy situations, meeting tight deadlines and prioritising own work without close supervision.
* Ability to train colleagues in the use of property information systems.
* Able to adopt a collaborative approach to work, including the negotiation of agreed priorities /timescales with colleagues from multiple disciplines.
 | * Practical experience in the use of Microsoft Office Suite.
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| **Physical, mental and emotional demands** |
| * Normally works for prolonged periods of time from a seated position with some need to walk, bend or carry items.
* Need to maintain general awareness, with lengthy periods of enhanced concentration required.
* Responds to tight deadlines in the preparation of mapping services for the timely completion of acquisitions, disposals and leases and other mapping services.
* Required to provide high levels of accuracy in the provision and reporting of mapping and database resources in respect of land transactions, accommodation reviews etc. to a varied client base.
* Needs to remain calm and controlled when in contact with public/clients in dispute/negotiation with the County Council.
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| **Motivation** |
| * Dependable, reliable and a good timekeeper.
* Displays and encourages high standards of honesty, integrity, openness and respect for others.
* Helps managers to create a positive work culture, in which diverse, individual contributions and
* perspectives are valued.
* Proactive and achievement orientated
* Able to work with only general direct supervision.
 | * An appreciation of a corporate orientation and what is involved in tackling issues from a corporate perspective.
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| **Other** |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others, e.g. case studies/visits