# Job Description

## Job details

Job title: Technical Officer (GIS)

Location: Wellingborough Area Office

Directorate: Place & Economy

Grade: BCW Grade 4

Reports to: Technical Support Team Leader/Admin Manager

Responsible for: No-one

Contacts - internal: Officers and Elected Members within the Authority

Contacts - external: Customers, partners in the public and private sector, and members of  
 the general public

## Purpose of the job

To contribute to the provision of Street Naming and Numbering throughout North Northamptonshire together with inputting and extracting data using Geographical Information Systems to support the wider Development Management Team

## Principal Responsibilities

* Implement Street Naming and Numbering (SNN), including the naming of new streets and allocation of property addresses, in accordance with legislation, Council policy, and statutory obligations, including consultations and liaising with all interested parties.

**Main Responsibilities**

* Capture and maintain spatial data within a Geographical Information System (GIS) ensuring accurate data recording.
* Use GIS and a variety of base mapping, including aerial photography and historic mapping, to enable effective data cleansing and accurate plotting of future development sites.
* Support officers with GIS projects by providing accurate maps as requested.
* Provide GIS and admin support to Landscape Officer for recording, processing, and maintaining Tree Preservation Orders.
* Attend user group meetings/conferences relating to SNN and share best practice.
* Create and maintain templates within Uniform software.
* Use of payment system for card payments, allocating to the correct cost code, ensuring correct amount is received and the transaction accurate.
* Use of software applications, databases, filing systems and Document Management System.
* To maintain procedure documentation for current duties.

## General responsibilities applicable to all jobs

* Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
* Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
* Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

None