

JOB DESCRIPTION

JOB TITLE:	GIS & Data Officer
MANAGED BY:	GIS & Data Manager
GRADE:	7

BACKGROUND

The West of England Combined Authority is seeking to appoint a GIS & Data Officer to join the Digital, Data and Operations team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the GIS & Data Manager, the GIS & Data Officer will specialise in geospatial data visualisation, analysis, and processing. They should also be capable in general data handling, processing, and organisation to support a range of data requests within a rapidly growing organisation. A typical day might involve transforming geospatial data, responding to data requests, generating maps for reports, producing analytical outputs, sharing discovery work with colleagues, improving data-centric dashboards, creating automation pipelines, or progressing their personal development by learning new technical skills.

They will:

- Act as key GIS & data resource, responding to and resolving internal and external data queries and requests.
- Act as an ambassador of geospatial and data-led research and evidence
- Support all directorates in their delivery of our Metro Mayoral priorities

KEY RESPONSIBILITIES

GIS & data support

- Support all areas of the organisation requiring GIS and/or data support, collaborating with teams and stakeholders to support delivery of projects.
- Respond to internal and external requests for data and/or map creation, analysis and support.
- Update and maintain online web applications (eg. ArcGIS web apps).
- Work with teams across the organisation to understand future GIS and data requirements.

Help develop the internal GIS database & data pipelines

- Research new datasets and liaise with the GIS & Data Manager for data cleansing and integration into the Combined Authority's GIS database.
- Help create original GIS data for use by the wider organisation.
- Update and maintain the Authority's GIS data catalogue.
- Contribute to the style & design of map layers within the internal GIS map viewer
- Undertake data mapping and processing tasks as required.
- Identify, collect, clean and migrate data to and from a range of systems, in order to provide accessible data for analysis.

Share & develop GIS expertise

- Learn, develop, and implement data modelling & data engineering practices.
- Share skills and knowledge with other GIS users across the Combined Authority.
- Actively participate in internal/external GIS and data networks and groups.
- Continuous learning and improvement of own technical skills (self-taught, 1:1, online courses).
- Any other duties commensurate with the role

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge (to satisfy at least one of the following)

- BSc/BA or higher (or equivalent qualification) in Geography or Computer Science, or a related subject.
- Portfolio of work demonstrating competence in GIS and data creation, processing and/or visualisation.

Experience

- At least 2 years' experience using GIS software in an academic or professional capacity

Skills and Competencies

- Ability to use GIS software (QGIS or ArcGIS etc.)
- Ability to produce maps and geospatial visualisations
- Ability to produce geospatial datasets

- Ability to analyse geospatial data and report on your findings
- Understanding of typical GIS processing tools (Spatial Joins etc.)
- Strong analytical skills, problem solving, and attention to detail
- Ability to think outside the box and present your work to non-technical staff
- Ability to work independently and in a team environment
- Ability to engage and communicate with a range of internal and external stakeholders
- Excellent communication skills, both verbal and written
- Excellent time and capacity management skills (eg. task prioritisation)
- Excellent digital skills, including Microsoft 365 suite (Excel, Word etc.)

DESIRABLE

Qualifications and Knowledge

- Understanding or usage of Python or other programming languages
- Understanding or usage of SQL (including PostGIS)
- Understanding or usage of ArcGIS Online tools (web mapping)
- Understanding or usage of Power BI
- Understanding or usage of logic based/conditional data modelling/processing
- Understanding or usage of version control systems (GitHub)

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar

for good employer practices in the region. This includes those who provide services to The West of England and the MCA, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.



