

JOB DESCRIPTION

JOB TITLE:	Geospatial Officer
MANAGED BY:	GIS & Data Manager
GRADE:	8

ROLE OVERVIEW

Key accountabilities:	• Deliver accurate, accessible and fit-for-purpose maps, spatial analysis, GIS applications and geospatial datasets for users across all MCA directorates. • Maintain the quality, usability and organisation of shared GIS content, templates, catalogues and core spatial datasets. • Provide practical specialist advice to colleagues, helping them understand and make appropriate use of geospatial data and tools. • Proactively identify opportunities to improve GIS resources, processes and user experience within agreed technical standards.
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THE ROLE

Reporting to the GIS & Data Manager, the Geospatial Officer will provide specialist geospatial services across all MCA directorates, supporting teams to use location data, mapping and spatial analysis effectively in the delivery of organisational and Metro Mayoral priorities.

The role will act as the first point of contact for day-to-day GIS advice and requests. They will create high-quality maps, spatial datasets, online content and web applications, while maintaining shared GIS resources including the organisation's QGIS template, GIS data catalogue and core geospatial datasets.

Working within agreed standards and priorities, the Geospatial Officer will exercise professional judgement in selecting appropriate data, analytical methods and presentation techniques. They will have scope and independence to shape and improve elements of the central GIS service.

KEY RESPONSIBILITIES

- Respond to GIS, mapping and spatial-data requests from teams across all MCA directorates, clarifying requirements and agreeing appropriate outputs.
- Create clear, accurate and accessible maps, spatial analysis and geospatial visualisations for reports, consultations, projects and decision-making.
- Create, configure and maintain ArcGIS Online content, including hosted data, web maps, dashboards and production-grade web applications.
- Maintain and improve the organisation's shared QGIS template, ensuring its layers, styles, connections and supporting information remain accurate and usable.
- Develop the GIS data catalogue and supporting documentation, improving the discoverability, ownership and appropriate use of spatial datasets.
- Identify, source, assess, clean and process geospatial data from internal and external sources, resolving routine issues relating to structure, quality, format and coordinate systems.
- Prepare and quality-assure Ordnance Survey and other licensed spatial-data packages for approved use by colleagues, consultants and delivery partners.
- Apply proportionate quality controls to GIS outputs and shared datasets, ensuring they are accurate, consistent, appropriately documented and compliant with relevant licensing conditions.
- Use appropriate GIS tools and methods to undertake spatial analysis, identify patterns and communicate findings clearly to technical and non-technical audiences.
- Provide practical guidance to GIS users and share knowledge through demonstrations, documentation, templates and one-to-one support.
- Liaise with data suppliers, consultants, local authorities and other partners to obtain, clarify and exchange geospatial information.
- Support the GIS & Data Manager and Data Engineers in maintaining agreed GIS standards, access arrangements, data-management practices and service priorities.
- Identify and implement improvements to routine GIS processes, including appropriate use of SQL, Python or other automation tools under agreed technical guidance.
- Keep informed of relevant developments in GIS, web mapping, spatial data and public-sector geospatial practice, participating in professional events, networks and learning opportunities.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in Geography, Geographic Information Systems, Computer Science or a related discipline, or able to demonstrate an equivalent level of specialist knowledge gained through relevant professional experience.

- Applied knowledge of GIS principles, including spatial data structures, coordinate reference systems, cartographic design, spatial analysis and geospatial data quality.
- Knowledge of desktop and web-based GIS, including the publication and management of spatial content for non-specialist users.
- Understanding of data protection, information security, accessibility, copyright and spatial-data licensing requirements relevant to GIS delivery.

Experience

- Practical experience using GIS in a professional environment to create maps, undertake spatial analysis and produce geospatial datasets.
- Experience creating and maintaining content using desktop GIS and web-mapping platforms, including QGIS, ArcGIS Pro, and ArcGIS Online or comparable technologies.
- Experience interpreting user requirements and independently selecting appropriate GIS data, methods and outputs.
- Experience working with varied spatial-data sources and resolving issues relating to data quality, format, structure or coordinate systems.
- Experience providing GIS advice or support to technical and non-technical stakeholders.
- Experience managing several concurrent requests or assignments and delivering accurate outputs to agreed deadlines.

Skills and Competencies

- Strong practical skills in QGIS, ArcGIS or comparable GIS software.
- Ability to create, configure and maintain effective web maps, dashboards or GIS applications using ArcGIS Online or a comparable platform.
- Ability to produce accurate, accessible and visually effective maps for a range of users and purposes.
- Ability to process, analyse and quality-assure vector, raster and tabular data using appropriate geospatial methods.
- Ability to exercise initiative and professional judgement when resolving non-routine GIS and spatial-data issues, referring significant technical, policy or investment decisions to the manager.
- Ability to independently organise and prioritise a varied workload, balancing responsive GIS requests with planned maintenance and service improvements.
- Strong communication and stakeholder-engagement skills, including the ability to explain spatial information and technical concepts to non-specialists.
- Ability to work independently within agreed priorities and standards while collaborating effectively with colleagues, consultants and partner organisations.
- Basic capability in, or the aptitude to learn/develop, SQL, Python or comparable tools for GIS data processing and task automation.
- Strong attention to detail and a commitment to data quality, documentation, continuous learning and effective public service.

DESIRABLE

Qualifications and Knowledge

- Relevant GIS or data certifications
- Portfolio of personal work (maps, applications, analysis etc).

Experience

- Working for a public sector organisation

Skills and Competencies

- Understanding or usage of Power BI
- Understanding or usage of logic based/conditional data modelling/processing
- Understanding or usage of version control systems (git/GitHub)