**Job Capsule Supplementary Information:   
Geographic Information Systems Administrator**

**This supplementary information for the Geographic Information Systems Administrator is for guidance and must be used in conjunction with the Job Capsule for Corporate Services.**

**Job Family: Information and Communications Technology Level 4**

**Job Zone: Zone 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role purpose**

The role of the Geographic Information Systems Administrator is to be the GIS Lead with direct responsibility for the provision of the corporate GIS infrastructure, acting as the Council’s key technical expert with responsibility for geographic data including data sharing and compliance with appropriate national/ international legislation and policies.

**Example outcomes or objectives that this role will deliver**

* Developing and maintaining the overall geographic information management strategy for the Council, develop, implement and monitor organisational policies and processes to maintain the availability, integrity and confidentiality of the organisations geographic information assets.
* Promoting the use of geographic information within the Council and closely associated organisations.
* Reviewing new proposals and providing specialist advice on geographic information management, including advice on and promotion of collaborative working and assessment and management of information-related risk.
* Creating and maintaining an inventory of geographic information assets and the relevant information asset owners within the organisation within the configuration management database (CMDB).
* Implementing systems and controls to measure performance, manage risk and ensure that geographic information is appropriately managed to support the business purpose, including identifying opportunities and recommending actions for improved use and management of geographic information.
* Taking responsibility for the definition, documentation and safe execution of small to medium-scale GI related projects, engaging with stakeholders and actively participating in all phases of the project. Identifying, assessing and managing risks and issues which could affect the success of the project and ensure that projects are formally closed.
* Planning effective geographic information storage, sharing and publishing within and outside the organisation, including classification, security, retrieval, and retention processes.
* Assessing legal and best practice issues, and promoting awareness of national and international laws, including those relating to confidentiality, privacy, and copyright, ensuring that information assurance priorities set by the business can be effectively monitored and that periodic notification of registration details are successfully submitted to the relevant regulatory authorities.

**People management responsibilities**

* No formal line management responsibilities.

**Relationships**

* This post reports to the Senior Database Administrator.

**Work environment**

* The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment.

**Technical knowledge and experience**

* BSc in relevant discipline, or equivalent industry experience.
* Proficient in understanding the products and services supplied to the organisation by external suppliers. Examples: maintenance of IT infrastructure, maintenance of IT applications, internet connectivity services, system development, software products, security solutions.
* Proficient in understanding the business environment relating to the organisation and closely associated organisations, including suppliers, partners and other public sector organisations.
* Proficient in understanding the IT/ IS infrastructure, operating systems, configurations and the IT applications and service processes used within the organisation.
* Proficient in techniques for identifying, gathering and validating users’ needs in the delivery of IT services.
* Proficient knowledge and understanding of corporate, industry and professional standards, policies, regulations, compliance and codes of conduct associated with the role.

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit: <https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>