**Job Capsule Supplementary Information:
Data Custodian Geographic Information Systems**

**This supplementary information for the Data Custodian 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 Data Custodian Geographic Information Systems (GIS) is to support key spatial data sets, liaise with Ordnance Survey and support the provision of mapping services across the council.

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

* Take responsibility for the quality, maintenance and update of the council's key spatial data sets ensuring they are fit for purpose, remain available and accessible as required. This includes working with colleagues and clients, users, including senior managers, to investigate operational issues, problems and new opportunities, contributing to improvements in data quality.
* Respond to external data supply requests and ensure adherence to data suppliers' copyright regulations.
* Ensure that information is presented effectively for onward use by different audiences.
* Receive and log requests for support from service desk, other service delivery staff and/ or users. Prioritise requests in accordance with agreed criteria, investigate issues and other requests for support and determine appropriate actions to take.
* Use application management software and tools to collect and report on agreed quality and performance statistics.
* Identify and communicate opportunities for improving the quality, use and management of information in support of organisational priorities.

**People management responsibilities**

* No formal line management responsibilities.
* May from time to time mentor and support a centre of excellence focused on making the best use of data across the Council and with partners more widely.

**Relationships**

* This post reports to the Head of Data and Analytics.

**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**

* Proficient in understanding the IT/ IS infrastructure, configurations and the IT applications and service processes used to manage geographic information.
* Familiar with the management and maintenance of large data sets including OS map based products.
* Familiar with techniques for identifying, gathering and validating customers' needs in the delivery of IT services.
* Familiar with the application of automated (software) tools which enable selective access to information.
* Familiar with tools and techniques (manual or automated) which can be used to document an understanding of the structure, relationships and use of information within an organisation.
* Familiar with specific standards, practices, appraisal and certification programs associated with the role.
* Familiar with the selection and application of information gathering methods, tools and techniques which are appropriate to the information required and the sources available.

**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>