

Derbyshire Fire & Rescue Service

Job Description

Job Title:	GIS Analyst
Salary Grade:	SO1
Portfolio:	Corporate Services
Department:	Systems & Information
Responsible to:	Business Intelligence Manager
Post Objective:	To be responsible for the Service's Geographical Information System (GIS).
Other Considerations:	Work outside of normal office hours, on occasion, by prior agreement.

Responsibilities:

- 1 Develop, implement and utilise an integrated GIS system as an operational, management information and research tool.
- 2 Develop effective integration between GIS and other systems.
- 3 Undertake complex spatial analyses and create management information from the GIS and related software and subsystems.
- 4 Manage the day to day maintenance of the corporate GIS system, including data preparation, uploads, extraction, analysis and reporting using a variety of styles and techniques to suit the target audience.
- 5 Assist with the design, development, implementation and maintenance of Service databases.
- 6 Work closely with Nottinghamshire Fire & Rescue Service and Leicestershire Fire & Rescue Service as part of a Tri Service workgroup to ensure ongoing provision of

accurate mapping information to the mobilisation system and on Tri Service mapping related projects.

- 7** Coordinate the acquisition of new spatial data from third party suppliers and integrate into the Services' GIS.
- 8** Develop and manage test preparation and testing processes to ensure the integrity of data.
- 9** Design, develop, test, document, and certify applications, programmes and system functionality.
- 10** Carry out GIS data conversion, system integration and system's and application's development and implementation.
- 11** Diagnose and troubleshoot problems experienced with the use of GIS and related software/hardware. Facilitate problem resolution.
- 12** Work closely with people from other teams in Systems and Information, e.g. Data Management, ICT, people from other areas of the Service, e.g. Control, Response, Prevention & Inclusion, Protection and with third parties providing the GIS and other external data.
- 13** Represent the Service at external meetings and liaise with other agencies on a range of issues e.g. Data sharing, contacts, technical developments etc.
- 14** Deliver training on the GIS software and Tri Service Mapping.
- 15** Consult users to identify new data/software requirements.
- 16** Prepare project plans, and direct vendors and internal project teams to accomplish planned tasks in order to meet user/data/software requirements.
- 17** Attend training courses and seminars commensurate with the responsibilities of the post.
- 18** Provide and receive the necessary instruction and training to encourage staff flexibility and cover.
- 19** Understand and comply with all policies, procedures and relevant legislation.
- 20** To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer

Derbyshire Fire & Rescue Service

Person Specification

Post Title GIS Analyst

Scale SO1

Evidence Codes

AF – Application Form

JRT – Job Related Test

I - Interview

M – Medical

D – Documentation

Job Criteria				
	Essential	Source Of Evidence	Desirable	Source Of Evidence
Skills & Abilities	Be able to demonstrate the following:			
	<ul style="list-style-type: none"> Ability to use GIS software for thematic mapping, data creation and maintenance and map production 	AF/I/JRT		
	<ul style="list-style-type: none"> Proven written, verbal and presentation skills with an attention to detail 	AF/I		
	<ul style="list-style-type: none"> Excellent numerical skills with the ability to analyse complex, spatial data and statistics 	I		
	<ul style="list-style-type: none"> Manage own time effectively 	I		
	<ul style="list-style-type: none"> Experience of working with previous and current versions of Microsoft Office including Word, Excel, PowerPoint, Visio 	AF/I		
Knowledge	Be able to demonstrate relevant knowledge and understanding of the following:			
	<ul style="list-style-type: none"> Understanding of complex spatial data 	AF/I/JRT		
	<ul style="list-style-type: none"> Knowledge of creating and using metadata 	AF/I		

	<ul style="list-style-type: none"> Familiarity with Ordnance Survey mapping and digitising techniques 	AF/I		
	<ul style="list-style-type: none"> Health and Safety issues relating to the duties of the post 	AF/I		
	<ul style="list-style-type: none"> Data protection/security of data 	AF/I		
	<ul style="list-style-type: none"> Understanding of IT configuration including hardware and software set up required to maintain a corporate GIS system, its data inputs and outputs and integration with other systems 	AF/I		
Experience	Be able to demonstrate experience in the following:			
	<ul style="list-style-type: none"> Experience of using corporate GIS systems 	AF/I	<ul style="list-style-type: none"> Experience of using CadCorp's suite of GIS software 	AF/I
		AF/I	<ul style="list-style-type: none"> Experience of using a web-based GIS system 	AF/I
	<ul style="list-style-type: none"> Understanding of relational databases 	AF/I	<ul style="list-style-type: none"> Experience of using Microsoft SQL 	AF/I
			<ul style="list-style-type: none"> Maintaining Local Land and Property Gazetteer 	AF/I
Qualifications	<ul style="list-style-type: none"> Educated to degree level in Geography, GIS or equivalent demonstrable experience and training relevant to the role 	AF/D		
Equal Opportunities	<ul style="list-style-type: none"> Understanding of and commitment to Inclusion & Equality in the workplace 	I		
	<ul style="list-style-type: none"> Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation 	I		

Other Requirements	<ul style="list-style-type: none"> • Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate). 	M		
	<ul style="list-style-type: none"> • To satisfy Police security vetting procedures at the appropriate level 	D		
	<ul style="list-style-type: none"> • Commitment to and appreciation of quality customer service 	I		
	<ul style="list-style-type: none"> • Full driving licence (reasonable adjustments can be made under the Equality Act 2010 for those unable to hold a driving licence due to a disability) 	AF/D		
	<ul style="list-style-type: none"> • Work outside office hours by prior agreement 	I		
	<ul style="list-style-type: none"> • Ability to travel throughout the County to carry out the requirements of the post 	I		
	<ul style="list-style-type: none"> • Demonstrate evidence of continuous professional development and competence 	I		