

Isle of Man Civil Service Job Description

Date changed:	19/09/2014
Job Title:	Analyst Programmer – GIS
Grade:	D400
Department:	Cabinet Office
Division:	GTS
Location:	St Mary's Court
Responsible To:	MannGIS Programme Manager
Resources Managed:	Contract staff

Job Purpose	<p>Main Duties and Key Accountabilities</p> <p>The purpose of this role is to provide analysis, development, implementation and support for the MANNGIS function of the Enterprise Application Development team.</p> <p>The role holder will be expected to</p> <ul style="list-style-type: none"> • Maintain an awareness of current Business and IT Strategies • Provide analysis of requirements and optimal systems design, incorporating LEAN approaches to workflow, data integrity and consistency • Apply best practice in user interface design <p>The role requires knowledge of Government Departments and an understanding of systems that span multiple agencies.</p> <p>The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department, or person duly authorised by the Department, may from time to time give.</p>
--------------------	---

Main Activities	<ul style="list-style-type: none"> • Provide 1st and 2nd line support for: <ul style="list-style-type: none"> ➢ ESRI ArcGIS Desktop products ➢ ArcGIS Mobile and/or web-based products ➢ MANNGIS applications • Application development and enhancements for the existing MANNGIS corporate facilities including use of <ul style="list-style-type: none"> ➢ ESRI ArcGIS Desktop products ➢ ArcGIS Mobile and/or web-based products ➢ Python Scripting • Systems analysis and development to create new GIS-enabled processes for Government utilising the MANNGIS Enterprise Platform to <ul style="list-style-type: none"> ➢ Ensure Government exploits new GIS technology where appropriate to improve and modernise Government processes and interaction with the citizen ➢ Advise and support Government Departments in continuously improving their geographical information systems. ➢ Encourage corporate joined-up working, sharing of data and maintenance effort where appropriate and integration with GTS common services • System requirements specification including technical evaluation of: <ul style="list-style-type: none"> ➢ Software ➢ Hardware ➢ Communications ➢ Technical architecture
------------------------	---

	<ul style="list-style-type: none"> • Liaising with suppliers for fault resolution • Identifying IT issues for escalation • Maintain awareness of technological changes and capabilities. • Deputise for the MANNGIS Programme Manager when necessary • Contribute to investigations into technical issues, identifying and implementing solutions. • Any other ad hoc duties as required by management
Other Information	<p>Experience of business systems and processes.</p> <p>Ability to anticipate problems, analyse threats and opportunities and reach appropriate solutions</p> <p>Ability to debate and challenge in technical detail</p> <p>Ability to discuss and highlight high level business opportunities</p> <p>All members of the Division are accountable for the responsible handling of Government Information as defined by Government and Divisional policies, procedures and guidelines.</p> <p>Any officer who knows of or suspects a breach of information systems security must report the facts immediately to the Information Security Officer.</p> <p>This document is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This role description will be reviewed as necessary to reflect the future requirements of the GTS and the Cabinet Office.</p>
Performance Management & Improvement	<p>All Civil Servants have a personal responsibility for performance management. The role holder will be expected to contribute fully to the annual performance development review and all interim performance reviews.</p>
Reporting Framework	<p>The role holder reports to the MannGIS Programme Manager</p>
Integrity	<p>All staff of the Cabinet Office are expected to recognise that the every-day business of the Cabinet Office requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Government and client information and ensure the protection of the international reputation of the Isle of Man.</p>
Health & Safety	<p>It is the duty of every employee to take reasonable care for the Health & Safety of himself and others including the use of necessary devices and protective clothing and co-operate with management in meeting its responsibilities under the Health & Safety at Work Regulations. Any failure to take such care or any contravention of safety policy or managerial instructions in this area may result in disciplinary action being taken.</p>

Competency Levels for this Post are:

Leading and working together: Level B

Actively supports/manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach; works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally. Manages disagreements with tact and diplomacy.

Achieving results: Level C

Sets realistic plans, schedules activities and resources to deliver to agreed timescale; communicates openly to ensure plans and priorities are updated; seeks out information from different sources and perspectives; anticipates potential problems inherent in alternative courses of action; uses experience and knowledge to assess the best course of action; strongly focused on achieving results; takes responsibility for ensuring that the business plan objectives are met.

Communicating and influencing: Level B

Communicates openly with colleagues; is confident speaking in a group or team situation and expresses views in a clear and succinct way. Influences and convinces others to accept or agree to ideas; takes active steps to build acceptance of proposals using knowledge of the organisation

Delivering a quality service: Level B

Treats customer service as top priority; makes suggestions for improving aspects of service provision; takes on board suggestions for improving the quality of their work and collaborates with others to deliver excellent service; monitors income, costs and value for money.

Changing and learning: Level C

Adopts a positive, energetic and constructive approach to change; encourages and supports colleagues in accepting and adapting to changes in working practices; develops new solutions to problems and responds positively to new ideas. Encourages and supports team members to develop their capability. Demonstrates specialist knowledge and understanding of the technical demands of their own job and that of team members.

Showing commitment and resilience: Level B

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure, and in control when under stress.