

## Job Description

<b>Job Title:</b>	Geographical Information Systems (GIS) Analyst
<b>Directorate/Team:</b>	Data Insight, Technology & Insight Directorate
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Principal GIS Analyst
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Data Insight Service, Transport for West Midlands (TfWM) and West Midlands Combined Authority (WMCA) teams
<b>Key working relationships:</b> (external)	West Midlands Local Authorities, National GIS industry bodies, Infrastructure bodies

## Purpose of the Post

To support and contribute to the delivery of Geospatial insight and analysis in TfWM. You will be working on projects to deliver the best-in-class spatial analytics that supports policy, modelling and operational analytics for TfWM, the Combined Authority and its external partners.

## Accountabilities

To help to deliver the best-in-class spatial analytics that supports the public sector lifecycle from strategy and policy, business case development, delivery, operations and monitoring and evaluation. The role's purpose is to help communicate ideas and knowledge, and to engage people using geospatial data.

The role will utilise a variety of GIS techniques and methods to ensure that a range of data sources can be utilised by broad range of users both internally within TfWM and WMCA, local authorities, partners and the public.

## Responsibilities

### Strategic

- To specialise in the analysis of spatial and geo-referenced datasets, seeking to correlate and integrate these with other secondary and primary data sources in order to generate insight
- Design, develop and maintain GIS web applications to help stakeholders' planning and decision making
- Ensure consistent, maintainable data requirements are defined and delivered during design and once 'live'.
- Maintain the integrity of the GIS database using quality control procedures and the management of data assets.
- Generate a variety of specific, presentation-quality maps for meetings and reports.
- Work flexibly and with integrity to meet the needs of the WMCA and the Data Insight Service.

### People

- Respond efficiently to requests for data from colleagues, partners and stakeholders as appropriate.
- Develop and deliver training and support to users of the GIS spatial asset management data tools
- Work collaboratively with stakeholders on GIS product development
- Represent the WMCA in a professional manner.

### Operational

<ul style="list-style-type: none"> <li>• Use ESRI ArcGIS Server/ArcGIS Online and QGIS desktop software to deliver GIS products</li> <li>• Support the application of new data analysis and reporting systems and techniques for monitoring the efficiency and effectiveness of the transport network, and the monitoring and evaluation of the combined authorities' activities.</li> <li>• Documenting (via technical reports) the development of GIS applications to share knowledge within the team for technical support</li> <li>• Perform GIS data capturing, data conversion, and data entry</li> <li>• Receive and format data records and/or facilitates transfer of electronic files into GIS from AutoCAD and other formats.</li> <li>• Write programmes/scripts to automate GIS processes and workflows</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>• Ensure GIS projects are delivered to time (and therefore cost)</li> <li>• Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience creating web-based map/app solutions for different purposes and users.	X		X	X	X
Experience creating maps that meet the latest accessibility standards.	X		X	X	X
Experience using ESRI ArcGIS Enterprise platform including Desktop, Server and Online for data analysis and visualisation.	X		X	X	
Experience of working within public sector organisations.		X	X	X	
Experience of data capture, analysis and management of complex datasets across a variety of applications	X				
Experience of collecting and validating intelligence, assessing the credibility of information and reliability of sources.	X				
Experience of using PostGIS databases.		X			
Programming and scripting experience including FME, Python, and JavaScript.		X			
Experience of using GitHub		X			
Skills / Knowledge	E	D	A*	I*	T*
High level of accuracy and attention to detail.	X		X	X	
Ability to design maps and apps that are intuitive for users and follow best practice design principles.	X		X	X	
Ability to determine and develop appropriate data visualisation to communicate data meaning effectively and efficiently	X		X	X	X
Ability to interact with internal and external partners in a diplomatic and professional manner.	X		X	X	
Good verbal, presentational and report writing skills, utilising multiple channels including desktop and web-based tools and comfortable communicating with a wide range of audiences.	X		X	X	
Knowledge of performance information methodologies/statistical techniques	X		X	X	

Demonstrate legal understanding of data licensing	X				
Evidence of working as a member of a team to ensure shared goals are achieved.	X		X	X	
Ability to prioritise own workload effectively, organise the project-based priorities and work to tight deadlines.	X		X	X	
Evidence of and desire for continuous learning and improvement	X		X	X	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Level 3 Qualifications in Geography, Computer Science, Data Science, Maths or related fields <b>OR</b> equivalent experience.		X	X		
Portfolio that demonstrates public facing GIS app/map experience aligned to the experience and skills identified above.		X	X	X	X

**\*Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family