

Job Description

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| Position Title | GIS Officer |
| Section | Devon & Severn Inshore Fisheries & Conservation Authority |
| Position Number(s) | 1 |
| Salary Range | £22,183 - £27,041 |
| Hours | 37 |
| Responsible to | Chief Officer |

Job Purpose including main duties and responsibilities:

The main purpose of the job is to:

- To develop and produce templates for all GIS charts and maps produced by D&S IFCA.
- To develop tools for geospatial analysis.
- To review all existing D&S IFCA's spatial charts and maps.
- To produce new GIS charts as and when required in the review of existing Byelaws and Permit Conditions and in the development of new Byelaws.
- To produce, using GIS skills, map outputs and spatial analysis for D&S IFCA publications.
- To deliver D&S IFCA datasets such as fisheries, vessel monitoring systems, habitat mapping through bespoke and automated GIS workflows.
- To spatially map fishing activities and other fisheries data within D&S IFCA's District to assist D&S IFCA in its functions and workstreams such as responding to consultations and Marine Licence applications, fulfil actions within D&S IFCA's Mariculture Strategy and Fisheries Management Plans.
- To apply the relevant co-ordinate reference systems and projections to all chart products and use co-ordinate transformations where applicable.
- To ensure all mapping products are compliant with relevant legislation in particular INSPIRE Directive and metadata standards.
- To provide documentation and training in the use of templates, tools and methodologies implemented.
- To create, catalogue and maintain geospatial data and metadata.
- To positively represent the D&SIFCA and the values of the organisation, at all times.

Functional Relationships to:

To work closely with all D&S IFCA team members and relevant stakeholders. To develop and maintain working relationships with external partner organisations, relevant fisheries groups and effectively communicate with such organisations and the general public. To assist the Chief Officer (CO) in formulating and delivering strategic and cohesive fisheries and environmental management for the D&S IFCA.

Main duties and responsibilities:

- a) Spatial data management, analysis, and presentation
- b) Raster and vector data handling
- c) Manual GIS data creation
- d) Implementation of metadata standards.

Specific Duties and Responsibilities:

e) Data Management to support decision making

- i. Work with IFCA Officers and stakeholders to identify gaps and acquire data to maintain the evidence base needed for D&S IFCA decision making.
- ii. Undertake data management and quality assurance checks to adhere to data standards.
- iii. Develop and maintain a catalogue of all GIS data, chart products, templates and guidance documentation.
- iv. Ensure D&S IFCA is meeting its data related transparency in order to best deliver appropriate data and services to stakeholders.

f) Technical advice, support and delivery of GIS analysis, quality assurance and presentation of marine data

- i. Support the development and continuous improvement of D&S IFCA's data and GIS services.
- ii. Provide GIS technical support, advice, training and quality assurance to D&S IFCA staff
- iii. Produce high quality cartographic charts and maps in support of D&S IFCA functions, taking into account D&S IFCA's data licence obligations and cartographic best practice.
- iv. Support and manage quick and easy access to GIS data for internal staff with the use of GIS data management techniques and standards.
- v. Document and maintain appropriate GIS processes and products for use by D&S IFCA staff.

Other Duties and Responsibilities

- g) The post holder will also undertake other duties appropriate to the grading of the post as required by CO or DCO.
- h) To provide training to D&S IFCA Officers on GIS processes, products and templates produced.
- i) To undertake training as required.
- j) To work at all times within the requirements of the Health and Safety at Work Act.
- k) The post holder must at all times carry out his/her responsibilities with due regard to the Authority's Equal Opportunities Policy

- I) To adhere to the Data Protection Act responsibilities and maintain confidentiality of information acquired in the course of undertaking duties.

Quality

- a) To assist with ensuring a consistent delivery of a high quality service to the Authority, fishing industry and General Public in all aspects of the activities provided by the Service.
- b) To maintain an up to date knowledge and appreciation of any new legislation that may have an effect on the delivery of D&S IFCA's objectives.

Business Planning / Service Delivery

- a) To assist with the day to day delivery of the D&S IFCA's objectives.
- b) To undertake liaison with other team members, agencies and outside bodies, contributing to the overall management objectives and successes of the service.
- c) To undertake effective and efficient liaison with officers from similar, or relevant organisations, to allow a free, two way flow of appropriate information.

Service Delivery Expectations

All officers are expected to work at times directed by the CO in order to support the successful delivery of the Authority's enforcement and environment plans. These times will be set by the CO.

The GIS Officer role is desk based.

The hours worked are to be agreed with the CO. This may involve working on occasion outside of core hours.

If additional work is undertaken beyond the required 37 hours, Time off in lieu (TOIL) can be used to manage the officer's hours and should be arranged with the DCO. A maximum of 3 days per month may be taken with a possible 3 days only being moved forward to the following month. If this is not possible then arrangements should be made in writing with the DCO. Where ever possible TOIL should be taken the day after an early or late start to working to reduce risk of injury due to fatigue to officers.

Breaks – the Working Time Regulations state that workers are entitled to a 20 minute break when working more than 6 hours. Devon County Council has a policy that a 30 minute break is taken if you work 6 hours or more, D&SIFCA has adopted a similar approach.

There will be one 10 minute break for all staff allowed once in the morning and one in the afternoon. This will be deemed to be a flexitime work break and must be recorded on your timesheets. This time must be made up at other times either from TOIL or extended working. Officers must ensure that there is sufficient cover for this short absence. Any additional breaks must be discussed with the CO. This is an additional break it is not a legal requirement but has been offered by the D&S IFCA.

Person specification

| Attribute | Essential | Desirable | Method of Assessment |
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| Relevant Technical Skills and Experience | <ul style="list-style-type: none"> • Advanced skills with GIS (QGIS) in the context of geospatial data processing, analysis, data management and presentation. • Experience in spatial data management across a breadth of data types including environmental and industrial sector related. Preferably this will be context of the marine sectors. • Experience of delivering geospatial mapping projects. • Capacity to work independently to provide and technical solutions to fisheries challenges using GIS. • Applying and interpreting environmental and fisheries activity data • Data and metadata standards e.g. INSPIRE and MEDIN | <ul style="list-style-type: none"> • Understanding of UK fisheries and their management • Experience in GIS modelling • Knowledge and experience of Python scripting | Interview Application Form Test example |
| Education and Training | <ul style="list-style-type: none"> • Educated to degree level (or equivalent) in a GIS science or environmental/marine science related subject with advanced knowledge of GIS software applications or equivalent industry experience | <ul style="list-style-type: none"> • A higher degree in the GIS data manipulation and spatial mapping | Application Form |
| Practical Skills | <ul style="list-style-type: none"> • Good time management skills • Good organisational, planning and prioritisation | <ul style="list-style-type: none"> • Ability to solve problems and think strategically | Interview Application Form |
| Communication Skills | <ul style="list-style-type: none"> • Effective oral and written communication | <ul style="list-style-type: none"> • Good influencing skills | Interview Application Form |

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| | <ul style="list-style-type: none"> • Ability to explain GIS methodologies and spatial outputs to individuals with a lower level of technical understanding of geospatial mapping. • Experience of formal presentations • Demonstrate an ability to work with a range of partner organisations and stakeholders. | | |
| Personal Qualities | <ul style="list-style-type: none"> • Excellent attention to detail • Excellent data quality assurance skills • Ability to work unsupervised • Ability to deliver to key milestones and objectives, at pace • Ability to work effectively with others | | Interview Application Form |
| Additional Technology / IT Skills | <ul style="list-style-type: none"> • Excellent knowledge of MS Office – including word, excel and PowerPoint • Knowledge of statistical analysis packages and methodologies • Knowledge of data usage constraints and handling regarding commercial and legal issues such as sensitive data, data licensing and copyright. | | Application Form |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | | |

Job Evaluation Criteria

1. Supervision and Management:

The postholder may be required to supervise other employees and officers. The officer will be responsible for carrying out work in accordance with the D&S IFCA Annual Plan, standard operating procedures and ensuring that the Authority's health and safety policy is followed at all times.

2. Creativity and Innovation:

The postholder has scope for creativity and innovation in terms of the way in which they conduct their GIS workstreams. They will be expected to bring in their past experience when planning, adapting and evaluating their work.

The postholder will report on the progress of their work to the CO on a regular basis.

All work by the postholder will be conducted within the organisational processes and procedures.

3. Links with other Officers

To a large extent the postholder is expected to work in a way that is self-managed in order to ensure the main and specific duties of the role are fulfilled. The postholder will be required to work and liaise with D&S IFCA Officers across the teams. Where there are difficulties these are expected to be addressed with the CO, DCO or Senior Officers to resolve the issue.

4. Levels of Responsibility:

The postholder is expected to work autonomously on a daily basis. If there are any significant decisions in relation to the progress or direction of the project these would be made through discussion with the CO.

The postholder has no discretion in relation to how they would use resources or budgets. If they have a requirement for additional resources, including staff or budget in order to complete their work this would be requested and authorised via the CO.

The postholder will be expected to lead on all GIS work and report verbally and in written reports on the progress of their work which may inform decisions taken by the Authority.

The Authority has Standard Operating Procedures that direct how the postholder would be expected to work and the points at which they would be expected to seek further clarification before making a decision.

The postholder would be expected to ensure their own health and safety needs are met and that they act within the health and safety guidelines set out by the Authority.

The postholder has the discretion to make alterations to any plan or project or not to follow instruction if they consider that the circumstances are such that to undertake the work would increase the health and safety risk and not achieve the desired outcome. The postholder will be held accountable for any decision made and enacted upon outside the agreed parameters. This will normally be assessed in debriefs.

In relation to data protection the postholder must operate in line with the Authority's standard operating procedures. To carry out their duties the postholder will obtain and maintain personal data of third parties.

5. Effects of Decisions:

Consequences: Measures the outcome of decisions by effect, range and timescales

Decisions taken solely by the postholder are limited to GIS related matters that will may have a material effect on the Authority. The effect of decisions taken will be more about adaptation of their work than directional changes.

The postholder is not expected to make financial, resource or other decisions that have a major impact on the Authority.

Where there are more significant decisions to be taken it is expected that the postholder discusses this with the CO.

The postholder will be expected to produce reports plans to be used internally to inform policy decisions.

6. Resources:

The postholder is not expected to have responsibility for financial resources.

The postholder is responsible for the company vehicles where required for work. These are part of a fleet of vehicles and are not the sole responsibility of the postholder.

The postholder is responsible for maintaining and ensuring the accuracy and safe keeping of the data systems in relation to their work. Data systems the postholder would regularly manipulate include local and national databases of information.

7. Work Demands:

The post involves effective planning to ensure that the GIS work of D&S IFCA is delivered and deadlines are met. Whilst there are unforeseeable events that may impact on the progress of work there is generally enough time to review work programmes and deliver to timescales.

The post requires the postholder to demonstrate effective time management and excellent planning skills in order for projects to be delivered within the agreed deadlines. They will be operating with short-medium term objectives and deadlines.

The post holder is expected to achieve the KPIs that have been identified and agreed.

8. Physical Demands:

The postholder will be expected to be based in an office environment 100% of their time.

The postholder is expected to work intensively on the computer in order to analyse data and write reports.

9. Working Conditions:

The postholder will be expected to be based in an office environment 100% of their time.

The office environment is well lit and ventilated with modern fixtures and fittings.

It is essential to work to the Authority's Health and Safety procedures.

10. Knowledge and Skills:

The postholder is expected to have a degree specialising in GIS within science and/or the marine environment field or experience at an equivalent level gained within the marine environment.

The postholder will be expected to have a broad understanding of the marine environment and UK fisheries and their management. There are a significant amount of relevant legislation and policy documents that the postholder will be required to have knowledge of as part of their role.

The postholder is required to demonstrate the ability to analyse and present complex datasets as part of their GIS role.

The postholder will be required to have an understanding of the Authority's policies in relation to the delivery of their role and will be required to operate within these guidelines.

The postholder will be expected to deliver their role through operating in a way that is in line with the key competencies and associated target level for the role.

Job Description agreed by:

Mat Mander
Chief Officer

Date: 20th April 2021