

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

GIS Officer

Criteria will be assessed via the submitted application form (A), and Interview (I)

	Essential	Desirable
Qualifications	1. Five GCSE's (including English Language and Maths to Grade C or above). (A)	a. Degree / NVQ level 4 in Geography, GIS, IT, Graphics, Cartography, Planning (or equivalent discipline)
Experience	2. Demonstrate experience in the use of Geographic Information Systems (A & I) 3. Demonstrate experience in the operation, configuration and design of web based GIS applications (A & I) 4. Demonstrate experience in the management, analysis and application of spatial geographic data (I) 5. Experience dealing with the public (A)	b. Public Sector experience c. Experience of working with Esri's suite of desktop and enterprise applications d. Experience of working with Idox Uniform. e. Experience of using Word and Excel.
Personal Aptitudes and skills	<p>Communication</p> <p>6. Excellent inter-personal and communication skills, both orally and in writing (I) 7. Good presentation skills (I) 8. Good training skills (I)</p> <p>Decision making and problem solving</p> <p>9. The ability to identify problems, and using appropriate skills and knowledge to deal with the problem or to pass it on to Line Manager. (I)</p> <p>Planning and Organising</p> <p>10. Excellent organisational skills (I) 11. Methodical and appreciates the need for accuracy. (I)</p> <p>Strategic Thinking</p> <p>12. Ability to think strategically about the use of information across the authority. (I)</p> <p>Customer Focus</p> <p>13. Ability to put customers first, both internal and external. (I)</p> <p>Working collaboratively</p> <p>14. Develop excellent working relationships with colleagues, elected members and external partners and customers. (I)</p> <p>Innovation and Change</p> <p>15. Considers new ideas and challenge existing ways of working. (I) 16. Awareness of new technologies. (I)</p> <p>Personal Effectiveness</p> <p>17. Enthusiasm and commitment. (I) 18. Negotiation/diplomacy skills (I) 19. Highly self –motivated. (I) 20. Ability to work as a member of a team. (I)</p>	f. Understanding information process flows g. Good knowledge of Ordnance Survey digital maps.
Other requirements	21. Comply with the Council's Equalities and Diversity Policy (I) 22. Able to travel for work purposes.(A)	