Job Description

Service:	3C ICT
Job title:	Geospatial Apprentice
Grade:	C
Hours of work:	37 (including 20% off the job training)
Responsible to:	Geospatial Team Principal Lead
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

The successful candidate will work towards becoming fully effective against the job description. The post holder will be responsible for leading on the Local Land and Property Gazetteer (LLPG) service on behalf of South Cambridge District Council. As an apprenticeship is a learning placement, it is not intended that candidates will be able to fulfil all elements of this job description at the start of the placement. However, by the end of the apprenticeship, you will be able to demonstrate hands-on experience operating within a modern local government ICT department with exposure to a range of systems and processed and knowledge of working within a Spatial/ICT centric role.

Geospatial Team:

This post sits withing 3C ICT Shared Services. Working with The Spatial Team's Principal Lead and others. The post will contribute towards the high-quality spatial services 3C ICT provides on behalf the 3-council partnership serving Cambridge City, South Cambridgeshire District Council and Huntingdonshire District Council.

As part of this role, the postholder will ensure departmental systems using spatial and/or LLPG (local land and property gazetteer) data remain accurate and up to date. Other duties will include supporting delivery and administration of spatial and data analytic services The Spatial Team provide. While the role has specific duties which are the sole responsibility of the post holder, this is intended to be a development post. The role will include on-the-job learning and development with exposure to creation of technical cartographic plans and spatial data related tasks. As candidates develop, further opportunities to gain broader experience in all aspects of the duties and tasks The Spatial Team undertake will be given.

Key deliverables:

- In relation to the Local Land and Property Gazetteer (LLPG)

  - To deliver quality assurance of the council's LLPG to BS7666 national standard and other local conventions to validate its correctness, currency, coverage and completeness.
  - Responsible for the data transfers sent to the national (NLPG) custodian on a regular basis.
  - Update the council's LLPG to reflect council planning and other district authority consents ensuring existing local and national requirements and new standards are adhered to.
  - Support LLPG database integration with council systems and ensure planning and other district authority consents are reflected in the LLPG
  - Provide advice and support when needed to staff with regards to LLPG and address database queries

- Assist with handling and responding to customer requests raised through the Hornbill ITSM system

- Assist with the Import/Export of spatial data to and from council systems where required.

- Assist The Spatial Team with cartographic map design, geospatial data administration, analytics, and publishing tasks.

- Cover and support GIS Analyst duties where appropriate to ensure a high level of service is maintained

- Undertake any other duties of a similar level and responsibility as may be required by The Spatial Team from time to time.

The functions of The Spatial Team have clearly defined processes that set the bounds within which The Geospatial Apprentice can work, this enables them to comply with Council policies and National Standards such as BS7666.

Knowledge and Qualifications	**Essential:** • At least 5 GCSEs of grade C or higher including Maths and English or similar • Ability to meet Level 2 literacy at selection • Ability to meet Level 2 Numeracy at selection • Willing to work within the apprenticeship framework **Desirable:** • Experience in using geospatial data and systems • Knowledge of the needs of Local Land and Property Gazetteer (LLPG) users • Knowledge of processes and systems for address management • Appreciation of the LLPG dataset is structured, and how the associated processes operate
Experience	**Essential:** • Experience of team working • Strong analytical skills • Demonstrate an understanding of customer care when liaising with customers by telephone/ video calling, Email or face to face. • Ability to communicate effectively and sensitively to colleagues and customers. • Suitable experience in a technical or data driven role. **Desirable:** • Experience in using of Esri ArcGIS software • Experience in the use of GIS systems, to produce maps and geospatial data • Experience in using data analytics tools and software. • Knowledge using / administrating system databases. • Coding and programming experience (Python particularly desirable). • Familiarity with Ordnance Survey Products and their use • Knowledge of the Public Sector Geospatial Agreement
Skills and Abilities	**Essential:** • Ability to use Microsoft 365 products (Excel, Outlook, PowerPoint Word in particular)

	• Ability to conduct desktop research/study to support technical tasks and duties the service undertakes. • Knowledge of geospatial (including address) data. • Ability to cope with workloads that at times will be heavy and intensive to strict deadlines • Evidence of ability to prioritise and complete tasks effectively • Good inter-personal skills: diplomatic and able to inspire user confidence. • Ability to work quickly and accurately; good literacy, numeracy and keyboard skills • Methodical approach to organising workload **Desirable:** • Microsoft Access, Power BI skills • Advanced Spreadsheet skills • Structured database (SQL, Oracle) administration. • The ability to translate complex technical terms into layman's terms and relating them to the business
Decision Making and Impact on Others	**Essential:** • Follow National Standards on defining addresses • Ability to make decisions and confidence to seek advice when appropriate • Makes effective decisions under time pressure • To be able to conduct and progress individual project assignments within tight time limits
Communication with Internal and External Customers	Internal customer contact – 80% (3C ICT Shared Service and its district partner customers) External customer contact – 20% (Officers and Members from partner authorities, Geoplace, Royal Mail and other organisations associated with Address Management in Local Government. Other stakeholders including combined authority and members.
Personal Attributes and Other Requirements	Be a good team worker demonstrating loyalty and commitment to the organisation and team members

HDC values	The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.
	Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.
	Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.
	Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.
	Respectful: We respect people's differences and are considerate to their needs.
	Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council/3C ICT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up to date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children