

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	GIS and Spatial Data Analyst	<b>Grade:</b>	PO2
<b>Reports to (Designation)</b>	Data Science, Insight & Performance Lead	<b>Grade:</b>	SMG1
<b>Directorate:</b>	Chief Executive's	<b>Section:</b>	Strategy, Transformation, Equalities and Performance

#### Main Purpose of the job:

- Lead the Council's GIS and spatial data services, ensuring high-quality management of the Local Land and Property Gazetteer (LLPG), Street Naming and Numbering (SNN), and corporate spatial data systems.
- To assist in the implementation and development of the corporate Geographical Information System (GIS), including data digitisation and validation, assisting in corporate GIS projects, maintaining existing GIS systems & web maps and offering specialised advice in responding to GIS and geospatial enquiries.
- Provide strategic GIS leadership, driving the integration of Unique Property Reference Numbers (UPRNs) across services and ensuring compliance with national geospatial standards.
- Support council services through advanced spatial analysis, mapping, and system integration, with an emphasis on service improvement.
- Deliver high-quality mapping, data analysis, and GIS services to support council operations and projects.

#### Summary of Responsibilities and Personal Duties:

- Maintain and update the LLPG, ensuring data quality and compliance with statutory requirements.
- To be responsible for and document the management, maintenance, development and support of the Local Land and Property Gazetteer as the Council's LLPG Custodian.
- Carry out data cleansing and matching to improve the quality of the LLPG and to ensure it meets the Council's annual Improvement Schedule benchmark.
- To ensure the Council meets its statutory obligations for LLPG data submissions to the National Land and Property Gazetteer.

- To be responsible for the street naming and numbering (SNN) process and take all reasonable steps to enable the council's address databases to be kept up to date, in line with the LLPG and ensuring compliance with council policy and national standards.
- Respond to general enquiries from staff, members of the public, members of the council, statutory bodies, or agencies relating to LLPG and SNN, giving appropriate advice either in person, by phone or through correspondence.
- Perform regular spatial data updates, cleansing, and validation.
- Manage the council's spatial databases (PostGIS, SSMS), ensuring data integrity, security, and availability.
- To undertake digitisation of spatial data onto the corporate GIS system for the provision of data analysis and visualisation through desktop and web GIS applications.
- To be responsible for the digital map production of spatial data to support Council projects and services in providing location-based intelligence.
- Develop, manage, and promote the use of GIS tools (e.g. QGIS, DynamicMaps/MapThat, GeoServer, FME, ArcGIS) across the council.
- Coordinate API integrations with external geospatial services (e.g., Ordnance Survey Data Hub, Environment Agency data) to enhance council data systems.
- Provide technical advice and support to council departments, ensuring GIS services meet evolving needs.
- Stay updated on GIS technologies and innovations, advising on new tools and solutions.
- Represent the council at national geospatial forums, maintaining key partnerships (e.g., GeoPlace, OS, HM Land Registry).

Internal Contacts: This will include Data Scientists, Managers, Business Analysts, IT & Digital colleagues and Team Leaders / Service Managers in other Directorates.

External Contacts: This will include residents, Government bodies, public sector partners and colleagues in similar roles across local government for knowledge sharing.

**As a Lewisham Officer you will:**

- Be responsible for professional advice and support in the service area to deliver in partnership with others the councils' vision, values and ways of working.
- Ensure the delivery of identified service objectives and continuous improvement of service targets.
- Ensure performance and quality improvement through supporting and nurturing others to lead and manage innovative approaches to achieving results.

- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.
- Carry out these and any other duties within the scope of the post flexibly and with full regard to the confidential nature of the post.
- All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.
- All employees are required to always comply with the Council's Health & Safety policies and procedures, taking due care for themselves, colleagues, and members of the public.
- Assist in carrying out the Council's environmental policy within the day-to-day activities of the post. · Undertake other duties, commensurate with the grade, as may reasonably be required.
- To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- All employees are required to always comply with the Council's Health & Safety policies and procedures, taking due care for themselves, colleagues, and members of the public.

Consideration will be given to making reasonable adjustments for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE  
TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

## PERSON SPECIFICATION

<b>Designation:</b>	GIS and Spatial Data Analyst	<b>Grade:</b>	PO2
<b>Reports to (Designation)</b>	Data Science, Insight & Performance Lead	<b>Grade:</b>	SMG1
<b>Directorate:</b>	Chief Executive's	<b>Section:</b>	Strategy, Transformation, Equalities and Performance

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Knowledge, Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of LLPG, SNN, and national address standards.</li> <li>• Strong attention to detail and data quality.</li> <li>• Ability to communicate technical information clearly to non-technical audiences.</li> <li>• Understanding of metadata standards (e.g., INSPIRE, UK GEMINI).</li> <li>• Good understanding of data cleansing, matching and manipulation using software like Excel, SQL.</li> <li>• Knowledge of the use of GIS in local Government</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with GIS tools (QGIS, DynamicMaps/MapThat, GeoServer, FME or similar).</li> <li>• Experience with spatial data management and spatial database use (e.g., PostGIS).</li> </ul>	<div>S</div> <div>S</div>

	<ul style="list-style-type: none"> <li>• Knowledge and/or experience of LLPG &amp; NLPG processes and procedures.</li> <li>• Experience with Python for GIS scripting and automation.</li> <li>• Experience with API integration and handling external spatial data services.</li> </ul>	S
<b>General Education</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent experience in GIS, Geography, Computer Science, or a related field.</li> <li>• Commitment to continuous learning and skill development.</li> </ul>	
<b>Equality &amp; Diversity</b>	<ul style="list-style-type: none"> <li>• Awareness of and a commitment to Equality of Access and Opportunity in a diverse community</li> <li>• Understanding of how equality and diversity relates to this post.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Candidates are expected to adhere to Lewisham's values</li> </ul>	
<b>Circumstances</b>	N/A	

DBS Disclosure Required?      No      ☒