

MORAY COUNCIL
JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE:	GIS/CAG Assistant		
DEPARTMENT:	Economic Growth and Development		
SECTION:	Economic Growth and Development		
LOCATION:	Elgin HQ/Hybrid		
REPORT TO:	Systems Manager		
GRADE:	5	POST REF:	-

(2) JOB PURPOSE AND WAY OF WORKING

To assist the Systems Manager in the development, management, promotion and support of a Corporate Address Gazetteer (CAG) and Council wide Geographic Information System (GIS). Dealing with the registration, validation, processing of Street Naming and Numbering Applications and associated tasks.

(3) MAJOR TASKS

- 3.1 To assist in the development and maintenance of the Corporate Address Gazetteer (CAG).
- 3.2 Carry out the registration, validation, payment reconciliation, processing of Street Naming and Numbering Applications, and associated tasks.
- 3.3 To assist in the implementation and maintenance of linkages between the Corporate Gazetteers and other Council street, land and property based systems.
- 3.4 To manage, maintain, develop and disseminate Geographic Information across the Council from the Geographical Information System (GIS) system.
- 3.5 To manage, maintain, develop and disseminate Ordnance Survey (OS) and other base mapping.
- 3.6 Contributing to the effectiveness of the service.
- 3.7 Undertaking duties and generally acting in the best interests of the Council (refer Appendix A).

(4) REPORTING RELATIONSHIPS This job is indicated by *

Head of Economic Growth & Development

Systems Manager

GIS/CAG Assistant *

(5) DUTIES TYPICALLY INCLUDE:

5.1 To assist in the development and maintenance of the Corporate Address Gazetteer (CAG)

5.1.1 Assist in the development and day-to-day maintenance of the CAG to BS7666 so that it fully complies with Local and National standards and One Scotland Gazetteer conventions, including adding, amending, archiving and deletion of data within the IDOX Gazetteer Management System.

5.1.2 To rectify anomalies highlighted through data matching procedures and where necessary, investigate maps, records and site plans to identify the location of new and altered properties.

5.1.3 Assist in the maintenance of street, land and property data in liaison with other services of the Council and external bodies such as Ordnance Survey and Royal Mail.

5.1.4 Assist in the production and sending of the necessary data transfer files to the national gazetteer and any other agreed partners with whom the Council wishes to exchange data.

5.1.5 Carry out quality assurance of the Corporate Gazetteers and in line with the national quality criteria and local quality measures ensuring the accuracy, currency, completeness and believability of the data.

5.1.6 Provide first line support for queries raised by users of the CAG.

5.2 Carry out the registration, validation, processing of Street Naming and Numbering Applications and associated tasks.

5.2.1 The GIS/CAG Assistant is responsible for carrying out the validation process on new applications, identifying where applications are non-valid and producing the appropriate non-valid correspondence. Checking payments against bank reconciliation reports, entering information into the back-office systems and updating/adding documents in a Document Management System (DMS).

5.2.2 The GIS/CAG Assistant will identify if new street name(s) are required on new application sites. Liaise with internal departments and consult local Ward Members for street names. New streets will be digitised within the GIS system and processed via transfer files.

5.2.3 Numbering of properties on large developments as per the Moray Councils Street Naming and Property Numbering/Naming Policy and Procedure.

5.2.4 Liaise with Royal Mail in the allocation of new postcodes where required

5.2.5 Create and supply site location plans and drawings where required

5.2.6 Notify applicants and national bodies of official addresses approved Under Section 97 of the Civic Government (Scotland) Act 1982 (as amended) and update the Corporate Address Gazetteer (CAG)

5.2.1 Answer questions regarding submitted applications/enquiries for Street Naming and Numbering to applicants, agents, Councillors, colleagues and general public.

5.3 To assist in the implementation and maintenance of linkages between the Corporate Gazetteers and other Council street, land and property based systems.

5.3.1 Assist other services of the Council in cleansing, matching and linking their land and property data to the CAG.

5.3.2 Identifying and checking potential sources of CAG change to maintain the currency of the CAG.

5.3.3 To maintain cross references to other Council land and property based systems.

5.3.4 To assist in the development of quality assured maintenance processes and links/interfaces to all significant property-related systems of the Council including GIS and external bodies such as Ordnance Survey and Royal Mail.

5.4 To manage, maintain, develop and disseminate Geographic Information across the Council.

5.4.1 Development and maintenance of the Council's Corporate spatial data and dissemination of spatial data throughout the Council as required.

5.4.2 The creation of new spatial datasets from information provided by departments to be included into the Corporate spatial data.

5.4.3 Responding to mapping and GIS requests from all services of the Council by analysis of requirements and delivery.

5.4.4 Maintenance of the department's constraint datasets.

5.4.5 Creation and maintenance of the Council's Corporate spatial metadata.

5.4.6 Other spatial information issues as required to support departmental functions including map production and spatial analyst tasks.

5.4.7 Assist in the exchange of spatial data with other public bodies and contractors

of the Council.

5.4.8 Supply GIS data and/or metadata in response to Freedom of Information requests.

5.5 To manage, maintain, develop and disseminate Ordnance Survey and other base mapping.

5.5.1 Management, translation and dissemination of products from Ordnance Survey and other suppliers and other base mapping as required.

5.6 Contributing to the effectiveness of the service.

5.6.1 Contributing to the formulation of, and complying with, section objectives and procedures.

5.6.2 Participating in and contributing to section meetings.

5.7 Undertaking duties and generally acting in the best interests of the Council (refer Appendix A).

The above is an indication of the duties which will normally be expected of this post. However, it is not an exhaustive list and the post holder may be required to undertake other duties which are within the scope of the post. The post may develop with changing working methods and to address service priorities, therefore the duties detailed will be subject to reasonable change. There is a requirement that all employees work flexibly and co-operatively to ensure service priorities are met.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

Responsibilities

- To undertake duties and generally act in the best interests of the Council.
- Organising and prioritising workload in an efficient manner and completing tasks satisfactorily within prescribed time periods.
- Acting properly, honestly and courteously and in the best interests of the Department and the Council at all times.
- Adopting helpful, positive and friendly communication methods when dealing with all contacts (orally by telephone and in writing).
- Carrying out all tasks in a competent satisfactory level and to strive continually to improve personal effectiveness by maintaining and enhancing a knowledge of the appropriate key elements of the post including relevant legislation, precedent and best practice elsewhere.
- To take a positive approach to the professional and technical aspects of the job.
- To comply with Departmental and Council personnel welfare and Health and Safety procedures.

THE MORAY COUNCIL PERSON SPECIFICATION

Post: GIS/CAG Assistant

Department: Economic Growth and Development

Date Specification Completed: 15/05/2025

Prepared By: Kevin Belton

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	<ul style="list-style-type: none"> • Ability to develop, maintain and review procedures • Previous experience in working with mapping or addressing • Ability to be able to read and understand property or site plans 	<ul style="list-style-type: none"> • Knowledge of BS7666 standards and /or One Scotland Gazetteer Conventions • Use of Ordnance Survey data • Previous experience in Local Government
(2) Education & qualifications*	<ul style="list-style-type: none"> • HNC in a relevant subject 	<ul style="list-style-type: none"> • Completed ESRI GIS Training courses • Completed IDOX Uniform Training courses • ECDL
(3) Skills/abilities (general)	<ul style="list-style-type: none"> • High level of accuracy in work • Effective organisational skills • Ability to work as part of a team and contribute to effective teamwork • Self confident and self motivated 	<ul style="list-style-type: none"> • Familiar with current Local Government issues

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(4) Skills/abilities specific to post*	<ul style="list-style-type: none"> • IT skills • Ability to absorb and process technical information • Knowledge and experience of various software packages, including MS Word, MS Excel, MS Access and Power Bi • Excellent analytical skills • Ability to handle multiple tasks concurrently • Ability to develop, review and monitor work systems and data management • Previous experience in designing Microsoft Access or Power Bi queries and reports 	
(5) Inter-personal & social skills	<ul style="list-style-type: none"> • Ability to relate well with all levels of staff • Excellent communication skills both oral and written • Willingness to work in a demanding position where a flexible and corporate approach is required • Willingness to accept direction/delegation 	<ul style="list-style-type: none"> • Flexible to changing situations
(6) Working environment & physical demands	<ul style="list-style-type: none"> • Ability to work in an open plan office • Ability to work flexibly to meet the needs and demands of the service 	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	<ul style="list-style-type: none"> Ability to work in different offices dependent on service requirements 	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	YES/NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES/NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	YES/NO
Satisfactory pre-employment medical screening required?	YES/NO