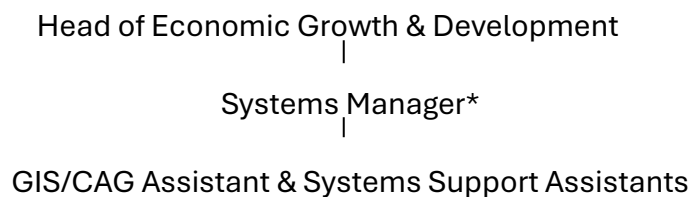


- 3.6 Provide support, advice and decision making relating to GIS, CAG, spatial data, the IDOX suite of products, GIS Software and data management systems.
- 3.7 Drive continuous improvement through business process engineering to effect procedural and business change processes for Economic Growth & Development and, where applicable, in other departments/front line service areas.
- 3.8 Provide Project Management in areas related to systems, including the implementation of system upgrades and their future life cycles.
- 3.9 Participation in the Emergency Planning events for Moray Council.
- 3.10 Contributing to the effectiveness of the Service.

(4) REPORTING RELATIONSHIPS This job is indicated by *



(5) DUTIES TYPICALLY INCLUDE:

- 5.1 To be responsible for the leadership, management and co-ordination of the functions of GIS, CAG, Street Naming & Numbering, and the Systems Team including the IDOX Suite of Products and GIS software**
 - 5.1.1 To be a member of the Economic Growth & Development Management Team contributing to the overall efficiency and effectiveness of all aspects of Economic Growth & Development and the Department.
 - 5.1.2 To lead and manage a team maintaining a Team Work Plan and using a project managed approach.
 - 5.1.3 To undertake or assist with such matters as team briefing, complaints, Freedom of Information requests, flexitime, leave and budgets as required.
 - 5.1.4 To ensure effective staff development, appraisal and training opportunities are available to support high quality service provision.
 - 5.1.5 To ensure that staff supervision, health and safety and other personnel matters are carried out for those directly supervised e.g. Performance Improvement Plans, Disciplinary, Recruitment etc.
 - 5.1.6 Participation in training and development activities, as trainer or trainee, as required.
 - 5.1.7 To identify opportunities for cross-service working and to establish and maintain good working relationships with Service areas, working closely with others to optimise the level and best use of resources available to support and improve services.

- 5.1.8 To be responsible for the development, introduction, execution and monitoring of programmes to fulfil allocated tasks or projects.
- 5.1.9 To regularly monitor the efficiency and effectiveness of the Systems Team and providing performance information to the Head of Economic Growth and Development and for statutory and other returns.
- 5.1.10 Provision of information and advice regarding GIS, CAG, Street Naming & Numbering, the IDOX Suite of Products, GIS Software and data management system related matters to assist with service planning and development.
- 5.1.11 To represent the views and aspirations of the Council to other Agencies to further the opportunities for effective service development and delivery within Moray at local and national meetings.
- 5.1.12 Write committee reports and attend relevant Committees, as and when required.
- 5.2 Promote, develop and lead the use of GIS, CAG, intranet/internet mapping and the use of the IDOX Suite of Products within Moray Council, including the data management of these and other systems within Economic Growth & Development**
- 5.2.1 Regularly review and update the GIS and CAG Strategy, identifying and providing for the needs of the Service and clients.
- 5.2.2 Be responsible for the maintenance and development of the Council's GIS software, spatial data holding and CAG. Along with their promotion and integration within the Moray Council and integration within business processes\systems.
- 5.2.3 Be responsible for the maintenance and development of the Council's GIS and CAG and their promotion and integration with other systems.
- 5.2.4 Manage the data capture and cleansing programme and other GIS, CAG related projects within the Authority to maximise the potential of the technology through the efficient use of spatial data and GIS relational databases.
- 5.2.5 Manage the process of maintaining the GIS metadata library and liaise with data owners to ensure its completeness, currency and accessibility.
- 5.2.6 Promote the use of GIS, CAG and IDOX suite of products.
- 5.2.7 Keep up to date with current standards, Legislation and manufacturers' information appropriate to the post, with particular emphasis on corporate policies and procedures.
- 5.2.8 Represent the Council on all matters regarding GIS, CAG and the IDOX suite of products.
- 5.2.9 Act as a Technical Representative on internal and external working groups, as and when required.
- 5.2.10 Promote best practice in respect of data management and maintenance and the benefits of data sharing through exploiting appropriate technologies.
- 5.2.11 Be responsible for the planning, procurement, preparation, implementation, maintenance, ongoing development and budgetary aspects of all IDOX and GIS products utilised throughout Moray Council.

- 5.2.12 Ensure the Systems are able to capture robust data to enable front line Services to achieve Legislative and Regulatory targets. This also involves liaising with external agencies, software suppliers etc.
- 5.2.13 Be responsible for awarding and organising multi-year supplier Contracts for GIS, the IDOX Suite of Products and data management systems. Contracts to be thereafter managed to ensure the ongoing delivery of products and services for the Systems thus ensuring continuity of support for the front-line services.
- 5.3 Responsible for delivering the Statutory corporate function of Street Naming and Numbering via the Civic Government Act 1982 for Moray Council**
- 5.3.1 Ensure all aspects of the statutory functions for Street Naming and Numbering are carried out in a fair and equitable manner, ensuring delivery of mail to households in Moray and properties being easily and quickly identified by emergency services.
- 5.3.2 Revise and update Policy and Procedures periodically to ensure Street names and addresses are processed and issued in a consistent manner in the life-cycle of a property. This will require account to be taken of the requirements of Royal Mail, British Standard BS7666, Scottish Gazetteer conventions and Moray Council's Street Gazetteer and the One Scotland Gazetteer.
- 5.3.3 Collaborate with Royal Mail, Moray Council's Street Gazetteer Custodian and Local Members, as required.
- 5.4 As Budget Manager, manage the budget and Licensing agreements in respect of GIS Software, spatial data, Street Naming & Numbering, IDOX Suite of Products and all other data management systems utilised within Economic Growth & Development**
- 5.4.2 Manage and ensure Moray Council compliance with the Public Sector Geospatial Agreement (PSGA), act as the Authority's Ordnance Survey Liaison Officer. Represent the Council at National Working Groups as required.
- 5.4.3 Manage the budgets for GIS Software, Street Naming & Numbering, the IDOX Suite of Products for Moray Council and data management system within Economic Growth & Development.
- 5.4.4 Manage the Data Licensing Agreements & Software Licences associated with GIS, the IDOX Suite of Products and data management systems.
- 5.4.5 To authorise relevant expenditure and manage finances allocated to the post holder's budget. To assist the Head of Economic Growth and Development to monitor, review and prepare budgets by undertaking these duties in relation to GIS, CAG, Street Naming & Numbering, the IDOX Suite of Products and data management systems.
- 5.4.6 Review the fees associated to Street Naming & Numbering in line with Moray Councils annual budget setting process.
- 5.5 Provide a data analysis and monitoring/performance information service, including spatial data analysis using GIS software and techniques**
- 5.5.1 Provide spatial data analysis of National Statistical datasets and be a relevant point of contact for the Census and any other relevant datasets.

- 5.5.2 Extract and analyse data from the IDOX suite of products for Managers to assist in monitoring the performance in their Service areas, responding to Freedom of Information requests and ensuring data integrity within the systems.
- 5.5.3 Provide spatial data analysis using GIS software and techniques for Moray Council and Economic Growth & Development.
- 5.6 Provide support, advice and decision making relating to GIS, CAG, spatial data, the IDOX suite of products, GIS Software and data management systems**
- 5.6.1 To provide overall advice, guidance and leadership to the Systems Team in relation to all technical and professional matters related to GIS, CAG, spatial data, the IDOX suite of products, GIS Software and data management systems.
- 5.6.2 Provide support to GIS, CAG, spatial data, the IDOX suite of products, GIS Software and data management system users within Economic Growth & Development.
- 5.6.3 Provide a role in support of GIS applications, including bespoke developments, data capture, production of maps, statistical information and development of records.
- 5.6.4 Provide a support facility for GIS, IDOX products and data management users within the Council, dealing with related enquiries and support calls along with spatial analysis and project delivery.
- 5.6.5 Provide specialist support and advice to users and Departments within the Council regarding integration of systems with GIS, CAG, IDOX suite of products and data management systems.
- 5.6.6 Make decisions on GIS, CAG, Street Naming & Numbering, the IDOX Suite of Products and data management system related matters.
- 5.6.7 Ensure that statutory and other requirements associated with the provision of GIS, CAG, Street Naming & Numbering, the IDOX Suite of Products and data management systems are delivered.
- 5.6.8 Be responsible for the overall preparation, implementation and delivery of an efficient, effective and equitable GIS, CAG, Street Naming & Numbering, IDOX products to users within Moray Council and data management systems service in Economic Growth & Development.
- 5.6.9 Be responsible for making decisions on effective resolution of contracts, licensing, technical and developmental matters relating to GIS, CAG, Street Naming & Numbering and the IDOX Suite of Products for Moray Council.
- 5.6.10 To give leadership in the provision of advice to the Council, staff and the public, providing high quality services and carrying out of projects. In particular monitoring staff workloads, ensuring targets are met and Council priorities are achieved.
- 5.6.11 To exercise in an efficient, effective and equitable manner such delegated powers as may be devolved from the Council or the Depute Chief Executive (Economic Environment and Finance), taking account of Legislative, Policy or Service guidance.

5.7 Drive continuous improvement through business process engineering to effect procedural and business change processes for Economic Growth & Development and where applicable in other departments/front line service areas

5.7.1 Be responsible for the investigation, analysis and methodical documentation of business processes/procedures for the use of all staff, Professional & Support; to ensure robust data is captured in the Systems; all relevant documentation is produced accurately and timeously and the required Legislative and Regulatory monitoring reports are set up and maintained.

5.7.2 Identify & develop new and alternative approaches to performing business activities that are made possible by the availability of information technology. This includes understanding the underlying technology and its application, assessment of the costs and potential benefits of the new approaches considered.

5.7.3 Deliver clear and concise proposals to Service Managers when re-engineering business processes providing the benefits and disadvantages of options and exercising good negotiation skills where appropriate.

5.7.4 Carry out timeous reviews of processes/procedures with the relevant Service area to ensure all Legislative requirements are continuously being met.

5.8 Provide Project Management in areas related to systems, including the implementation of systems upgrades and their future life cycles

5.8.1 Project manage, schedule and implement Upgrades for GIS Software, IDOX suite of products and data management systems to ensure Services can utilise supported versions of systems and receive continuous support from Suppliers. This will include forward planning in respect to software life cycles, ensuring all aspects of preparation are carried out and the Upgrades are delivered efficiently.

5.8.2 Collaborate with Services, ICT and Suppliers to ensure upgrades are carried out in agreed timescales. Via chairing meetings and/or via verbal or written correspondence.

5.8.3 Be responsible for ensuring efficient and timely resolution of any technical issues either encountered during Upgrades or through daily use, ensuring minimal disruption to Service delivery and availability of information to the general public.

5.8.4 Make decisions on behalf of Moray Council and co-ordinate all aspects of the Upgrades to ensure they are carried out in an efficient and cost effective manner, minimising monetary or reputational risk to Moray Council.

5.8.5 Be responsible for all testing of Upgrades to be carried out in an efficient and timely manner before roll-out to Service areas/users.

5.8.6 Project manage the implementation of re-engineered processes related to the IDOX suite of products and data management systems within Economic Growth & Development.

5.9 Participation in the Emergency Planning events for Moray Council

5.9.1 Participation in the Emergency Planning events as and when required. This will involve the provision of GIS and data analysis during emergency events.

5.10 Contributing to the effectiveness of the Service

5.10.1 Lead and undertake projects and activities delegated by and agreed by the Head of Economic Growth & Development

5.10.2 To provide high standards of professional and customer focused services.

5.10.3 Contribute to the formulation and implementation of and complying with the objectives, policies and procedures of the Systems section.

5.10.4 The postholder will require to develop knowledge of all current objectives, policies and procedures in use within the Systems section, participate in and contribute to Section meetings and discussions, develop knowledge of and work towards achieving statutory and local performance targets and actively seek improvement through evaluation of current work practices.

5.10.5 The candidates must be able to work as part of a team and be self motivated, pleasant in manner and willing to assist the public.

5.10.6 Undertaking duties and generally acting in the best interest of the Council (Appendix A) in accordance with its stated aims.

5.10.7 The postholder will require to undertake all duties as may be delegated from the Council, Head of Economic Growth & Development in an efficient, effective and equitable manner. This will include undertaking duties and generally acting in the best interest of the Council in accordance with its stated aims and such other matters considered appropriate to execute the responsibilities of the post.

5.10.8 To be responsible for promoting a positive culture in the workplace by participating in employee engagement activity and be responsible for reporting any negative behaviours which could result in the deterioration of team cohesion and/or team morale.

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 will be required to undertake other duties which are within the scope of this post. The post may develop with changing working methods and the need 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 the service priorities are met.

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.

**MORAY COUNCIL
PERSON SPECIFICATION**

Post: Systems Manager

Department: Economic Growth & Development

Date Specification Completed: May 2025

Prepared by: Beverly Smith

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"> • Experience of GIS and CAG Management software • Previous experience of Gazetteer work and BS7666 • Evidence of managing large quantities of spatial data, including conversion to a number of formats including databases • Familiarity with Ordnance Survey digital and conventional mapping products • Minimum 2 years experience of workload supervision of staff • Previous experience of data management systems • Experience of Project Management skills 	<ul style="list-style-type: none"> • Knowledge of Development Management, Building Standards, Environmental Health, Trading Standards, Economic Development and Development Plan functions

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(2) Education & qualifications*	<ul style="list-style-type: none"> • GIS related Degree or equivalent qualification* 	<ul style="list-style-type: none"> • Management qualification
(3) Skills/abilities (general)	<ul style="list-style-type: none"> • Effective communication, presentation and negotiating skills • High level of personal initiative and ability to work with the minimum of supervision • Excellent analytical and evaluative abilities and clear thinking • Strong customer care skills and focus • Self-confidence • Self motivated • Experience of supervising staff and organising workloads to time, cost and quality targets • Display clear leadership skills and be able to influence and persuade 	
(4) Skills/abilities specific to post*	<ul style="list-style-type: none"> • Able to multi task • A commitment to deliver quality services to agreed standards • Research capabilities • Advanced IT systems knowledge and relational databases • Ability to develop, maintain and review 	<ul style="list-style-type: none"> • Knowledge of IDOX suite of products • Knowledge of ESRI products • Knowledge of Local Government Software • Knowledge of e-Planning, e-Building Standards, Food

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	<p>Procedures and Processes</p> <ul style="list-style-type: none"> • Familiarity with data quality assurance techniques • Ability to absorb complex technical information and to apply this effectively • Ability to evaluate risk and to understand the implications of new technology and how it relates to corporate and departmental objectives • Ability to make sound decisions on technical issues when they arise • Broad understanding of all aspects of information technology and a deep understanding of areas of specialisation • Ability to keep own and teams' skills up to date and to maintain awareness of developments in information technology • You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service. Due to the rural nature of Moray this is 	<p>Standards Scotland requirements, DWQR etc</p> <ul style="list-style-type: none"> • Designing and delivering training • Knowledge of GIS products including QGIS, Python, FME etc • Knowledge of EU Inspire Regulations • Knowledge of GIS web mapping formats • Knowledge of Spatial Hub and One Scotland Gazetteer • Knowledge of the Public Sector Geospatial Agreement (PSGA)

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	normally undertaken by use of a car/van	
(5) Inter-personal & social skills	<ul style="list-style-type: none"> • Ability to work under pressure and to strict deadlines • Willing to accept direction/ delegation • Good interpersonal negotiating skills and influencing skills to effect change 	
(6) Working environment & physical demands	<ul style="list-style-type: none"> • Appreciation, acceptance and commitment to the importance of confidentiality • Ability to work in an open plan office • Ability to work flexibly to meet the needs and demands of the service • 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