



Comhairle Cathrach Chorcaí
Cork City Council

**GEOGRAPHICAL
INFORMATION SYSTEMS
ANALYST**

(GRADE VI)

JOB SPECIFICATION

Closing date: 4pm, Tuesday 29th October 2024

**Please download and read in conjunction with the
Candidate Information Booklet**

BACKGROUND

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City. There are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of nearly €292 million for 2024 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for the post of Geographical Information Systems Analyst (Grade VI) in the ICT Department. This post is a full-time contract for 35 hours per week.

THE ROLE

The Geographical Information Systems (GIS) Analyst (Grade VI) will report to the Project Leader within the ICT Department. The primary responsibility of the GIS Analyst is to support and manage the implementation of GIS components of the ICT Operational Plan and Strategy. This role involves overseeing the development and management of Cork City Council's Enterprise GIS Platform and Spatial Data Infrastructure. The Analyst will ensure the ongoing development and maintenance of the Council's GIS technical architecture, encompassing GIS project management, solution design, and implementation across web, server, and desktop environments.

Key responsibilities include spatial data collection, integration, and management, providing technical GIS support, and collaborating with systems development and infrastructure teams. The role also involves managing vendor relationships with data and technology suppliers and offering training and support to GIS users within the Council.

The GIS Analyst will champion the use of GIS and spatial technologies within the Council to enhance decision-making and efficiency. Staying up to date with GIS technology developments, the Analyst will identify opportunities to improve the Council's GIS capabilities. They will also promote best practices in metadata management and data cataloguing. Additionally, the Analyst may be assigned other duties by the Head of ICT and Business Services to further develop the role and meet the needs of the Council.

DUTIES

The key duties and responsibilities of the post of GIS Analyst (Grade VI) include:

- Management and ongoing development of the Councils Enterprise GIS Platform and associated Spatial Data Infrastructure.
- Administration and development of the Councils GIS technical architecture.
- GIS related project management.
- GIS related solution design, development, and implementation (Web/Server/Desktop).
- Spatial data collection, integration, manipulation, and management.
- Provision of GIS technical support.
- Liaison with the systems development and infrastructure teams of the ICT Department as necessary.
- Vendor management including data and technology suppliers.
- Provide training and support for GIS users.
- Ad-hoc spatial analysis/data analysis.
- To keep abreast of GIS technology developments and identification of opportunities to be gainfully utilised by the Council.
- Build the capacity of the Councils GIS Platform and Spatial Data Infrastructure to maximise opportunities presented through best practice GIS implementation and Geographical Information management.
- Act as a Champion by promoting GIS and associated spatial technology use within the Council for the purpose of improving decision making and introducing efficiencies.
- Support the use of standards and best practices in regard to metadata and data cataloguing.
- Additional duties as may be assigned by the Head of ICT and Business Services from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS

1. Character

Candidates shall be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Essential Requirements

Each candidate must, on the latest date for receipt of completed application forms have:

- a) **(I)** A qualification at least Level 8 on the National Framework of Qualifications (NFQ) in GIS, Geomatics, Geo surveying or a comparable qualification and at least 3 years directly relevant, recent GIS hands-on experience from your employment to date.

OR

(II) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award, or higher, with GIS taken as a subject module and at least 4 years directly relevant, recent GIS hands-on experience from your employment to date.

OR

(III) A qualification at Level 7 on the National Framework of Qualifications (NFQ) in GIS, Geomatics, Geo surveying or a comparable qualification and at least 4 years directly relevant ICT hands-on experience from your employment to date.

OR

(IV) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award with GIS taken as a subject module and at least 5 years directly relevant, recent GIS hands-on experience from your employment to date.

- b) Minimum 3 years' experience working within an ICT function or team supporting GIS solutions.

- c) The candidate must also have demonstrable knowledge and experience in the following areas:
- In the planning and management of GIS Projects from inception to delivery and implementation, with many stakeholders and interdependencies.
 - GIS principles and mapping concepts, e.g., grids, projections, transformations, generalisation, accuracy, precision etc.,
 - Experience with ArcGIS Enterprise and ArcGIS Online and their various elements.
 - Hands on experience with ArcGIS Pro and ArcGIS Map.
 - Spatial analysis and visualisation techniques.
 - Processing, cleaning, creation, and maintenance of spatial datasets.
 - Geospatial data storage and management.
 - Excellent interpersonal, communication and presentation skills.
 - To be a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.
 - The successful candidate must have a proven ability in:
 - Influencing and Negotiating,
 - Operational Planning,
 - Managing Performance.

4. Driver's Licence

Holders of the office may be required to drive a car in the course of their duties and therefore must hold a current full driving licence for class B vehicles free from disqualifications.

5. Citizenship

Candidates must, by the date of any job offer, be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK, or Swiss citizen and has a Stamp 4 visa, or

- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

6. Desirable Experience

- Project Management using an established methodology (e.g., PRINCE2, PMP).
- Experience in requirements analysis and business process analysis.
- Hands on experience with the ArcGIS Enterprise and ArcGIS online components, in particular but not limited to:
 - Portal Administration,
 - User account administration,
 - Web map creation/Experience Builder,
 - Field Apps/Survey123,
 - Operations Dashboard,
 - ArcGIS Hub.
- Experience with FME Form & Flow and Extract, Transform, and Load (ETL) tools,
- Knowledge of computer programming and scripting languages including Python,
- Experience processing, visualising, and analysing 3D data within the ArcGIS environment,
- Production and use of map services. (ArcGIS, REST, OGC),
- Knowledge of web technologies and skills,
- Data Analytics methodologies and experience with BI applications such as PowerBI,
- Experience with GIS applications such as MapInfo and QGIS,
- Data Governance and familiarity with Open Data concepts,
- AutoCAD installation and support,
- Spatial database support of MS SQL/Oracle database,
- The ability to lead a team and delegate tasks as appropriate.

Desirable Competencies

The ideal candidate will be able to demonstrate a strong ability in the following competency areas: *(Please see Competency Framework below, page 8 & 9)*

- Management and Change - Influencing and Negotiating
- Delivering Results - Operational Planning
- Performance through People - Managing Performance

PRINCIPAL CONDITIONS OF SERVICE

Salary

Salary scale for the position of G.I.S. Analyst (Grade VI) is:

€55,641 - €56,969 - €58,586 - €61,629 - €63,447 - €65,705 (LSI 1) - €67,977 (LSI 2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

Hours of Duty

The successful candidate will be required to work 35 hours per week. Candidates may be required to work reasonable overtime and respond to out of hour emergencies for which appropriate overtime rates will be paid. The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date under each of the following specific areas:

<u>Management and Change - Influencing and Negotiating</u>
Brokers agreement with others. Takes a long-term pragmatic view when required.
<ul style="list-style-type: none"> • Establishes appropriate and productive working relations at local level within the public and private sector. • Works effectively with senior managers and colleagues to meet operational goals • Effectively influences other team leaders and groups to achieve operational strategy and objectives. • Adopts a partnership approach in reaching agreement.
<u>Delivering Results - Operational Planning</u>
Contributes to operational plans and develops team plans in line with priorities. Establishes high quality service and customer care standards.
<ul style="list-style-type: none"> • Contributes to the development of operational plans and leads the development of team plans. • Determines the key delivery elements within a team plan and the expected or required standard. • Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate. • Consults effectively when setting customer service standards and pursues continuous improvement in customer service standards.

Performance through People - Managing Performance

Effectively manages performance using the Performance Management Development System (PMDS) process. Builds and leads a positive, diverse and productive section/units and teams effectively. Empowers and encourages people to deliver their part of the operational plan.

- Continuously reviews and improves processes to achieve highest quality standards.
- Supports team members through development opportunities which contribute to their professional and career objectives.
- Takes opportunities to encourage, mentor or coach team members as appropriate.
- Manages under performance or inappropriate behaviour effectively, openly and directly.
- Delegates tasks and responsibilities to the appropriate levels and accepts accountability for their success or failure.

Please download a copy of this document for your own records and read in conjunction with the Candidate Information Booklet for the post.

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