Role definition

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| Job title: | GIS Technician (B1) | | |
| Reports to: | Operations Manager/GIS Manager | | |
| Direct reports: | None | | |
| Business unit: | Baker Hicks | Location: | Reading |

Summary

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| Baker Hicks provides a managed service for a major Defence Contractors Configuration Management function. Based on the clients’ sites, we provide support to Document Management & Administration / CAD / BIM / Surveying / Tooling with a team of approximately 70 people. As part of the growth of the service, we have identified the need for a GIS Technician. The role will provide support to the Client GIS Team. |

Key objectives

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| * Maintenance of the asset configuration baseline information within the corporate GIS System * Cartographic production and configuration/improvement of Topographic & Utilities baselines |

Principal responsibilities and accountabilities

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| * Identification of shortfalls and gaps in datasets to proactively maintain the baseline * Deliver GIS services to all client departments, including data management and cartographic production. * Undertake GIS data analysis and data exploitation. * Provision of technical geospatial and GIS support to end users. * Support GIS Operations Specialist where required * Data capture utilising mobile GIS |

Person specification

Qualifications and training

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| * Qualification in GIS or relevant subject or equivalent and demonstrable experience in a working environment * Good Knowledge of IT including all MS Packages * Good presentation skills and ability to manipulate data sets |

Technical skills and experience

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| Essential –   * Knowledge/use of desktop GIS software (preferably ESRI ArcGIS) * Knowledge of remote sensing data capture, data management, data analysis and application. * Understand, interpret and exploit geospatial data. * Managing data to a high level of configuration control * High quality cartographic production * Ability to engage with stakeholders * Reliable, enthusiastic, hard-working, and able to priorities using their own initiative * A pro-active, can-do attitude is a must * Good communication and interpersonal skills, and able to communicate with colleagues and customers in person, by telephone and in writing * Good interpretive skills and ability to present data * Good attendance and time keeping * Highly motivated and committed to doing an excellent job * Able to work with a variety of tasks * Ability to work with a wider team to drive tasks to completion * Ability to interrogate data to feed into reporting process * Ability to engage with a range of senior stakeholders to enable action close out * Able to demonstrate an aptitude of effective communication with our clients that supports this key business objective * Must be willing to complete security clearance to SC level and potentially up to DV level.   Desirable –   * 3D data management, analysis and presentation in GIS environment * Working with Computer Aided Design (CAD) drawings and Building Information Modelling (BIM) systems * Building and deploying ArcGIS Enterprise Applications * Management of utility network data in a versioned geodatabase environment * Use of mobile GIS systems for data capture. * A basic understanding of utilities systems and building services * Maintaining GIS data in a regulated environment * Integrating CAD/BIM deliverables into a GIS environment. * Working in the GIS discipline, preferably within a utility or defence environment |

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