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
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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
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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
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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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