



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Gazetteer Officer (Planning and Performance – G.I.S)

Vacancy ID: 010615

Salary: £22,462.00 - £23,836.00 Annually

Closing Date: 17/11/2019

Benefits & Grade

Grade H

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Information and Improvement Services provides innovative support and challenge to services across the Council. The role of Gazetteer Officer (Planning and Performance - GIS) offers a great opportunity for a talented and motivated team player to develop their career.

The key responsibilities of the post will be the development, implementation and maintenance of the Council's:

- land and property gazetteer and street gazetteer; and
- geographical and spatial information systems.

The successful candidate will be a good communicator, a quick learner, credible and comfortable when dealing with officers and partners, thrive on delivering a substantial, varied workload and aim to provide the highest levels of customer care. Training in the use of the specific ICT systems used within Information and Improvement Services will be provided to the right candidate.

If the role is of interest to you, you feel you have the right skills and attributes and you like the sound of what we do and how we work, this could be THE opportunity you have been waiting for.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact David Renn, Manager (Planning and Performance - GIS), on 01642 526013.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
Directorate: Finance and Business Services	Service Area: Information and Improvement Services
JOB TITLE: Gazetteer Officer (Planning and Performance – G.I.S.)	
GRADE: H	
REPORTING TO: Manager (Planning and Performance – G.I.S.)	
<p>1. JOB SUMMARY:</p> <p>Develop and implement and maintain the Council's Land and Property Gazetteer and Street Gazetteer.</p> <p>Assist with the development and implementation and maintenance of the Council's geographical and spatial information systems.</p> <p>Support the development and implementation of a continuous improvement culture across the Council.</p> <p>Contribute to the delivery of the Smarter Working in Stockton programme.</p> <p>Deputise for the Manager as required.</p>	
<p>2. MAIN RESPONSIBILITIES AND REQUIREMENTS:</p>	
<p>1.</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> the development and implementation and maintenance of the Council's Land and Property Gazetteer and Street Gazetteer. <p>Assist with:</p> <ul style="list-style-type: none"> the development and implementation and maintenance of the Council's geographical and spatial information systems the development and implementation and maintenance of the Council's strategic planning framework the development and implementation and maintenance of corporate evidence base to inform key strategic plans the development of the Council Plan, and associated monitoring and reporting information collection, research and analysis to support strategic planning and contribute to the development, production and monitoring of key strategic plans (strategic information) information collection, research and analysis to support service management (tactical information) the development and implementation and maintenance of the Teeswide Children's Safeguarding Board performance management framework
<p>2.</p>	<p>Support the development and implementation of a continuous improvement culture across the Council.</p>
<p>3.</p>	<p>Contribute to the delivery of the Smarter Working in Stockton programme.</p>
<p>4.</p>	<p>Contribute to the achievement of service and financial objectives.</p>

5.	Liaise with all appropriate officers of the Council on any of the above matters.
6.	Support and promote the development and improvement of the Finance and Business Services Directorate and the Council and promote strong and effective employee engagement.
7.	Ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
8.	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
9.	Deputise for the Manager as required.

3. GENERAL:

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Job Title/Grade	Gazetteer Officer (Planning and Performance – G.I.S.)	Grade H
Directorate / Service Area	Finance and Business Services	Information and Improvement Services
Post Ref:	13758 / POS003135	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to NQF level 4 or equivalent in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work related experience. 	<ul style="list-style-type: none"> Graduate level qualification Demonstration of continuous professional development 	Application form
Experience	Substantial and demonstrable experience of:- <ul style="list-style-type: none"> Maintaining and developing land & property and street gazetteers. Maintaining and developing geographical information systems. Delivering programmes, projects to successful completion. Implementing improvements to services and demonstrating outcomes. 		Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Communicate effectively with a range of stakeholders • Work in partnership across Directorates • Develop and implement service policies and practices within a political environment • Participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success • Capture, interrogate, analyse and interpret data and information from a range of sources and use it effectively to inform service priorities and improvements • An understanding of political awareness • Knowledge of business-related activities • Familiarity with, and ability to adapt to, information technology requirements. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Creativity and innovation • Customer focus • Personal effectiveness • Confidence to implement solutions and to challenge traditional thinking • High personal standards of self-discipline in working to deadlines • Highly motivated, not easily discouraged 		Application / Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.