GIS Service Technician

Closing Date: Monday 10th April 2023, midday

Expected Interview: to be confirmed

Recruitment Reference:

HES/22/264a

Starting Salary:

£28,058

Salary Range:

£28, 058 to £34, 302

*The post also attracts a £4,000 'Personal Development Allowance' after completion of 9 months' service

Pay Band:

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Directorate:

Finance and Corporate Services

Location:

Longmore House, Edinburgh

Line Manager:

Andreas Buchholz, Senior GIS Service Developer

Contract Type:

Fixed Term Appointment for 2 years

Working Hours:

Full time (37 hours per week)

Thank you for your interest in the post of Geographic Information System (GIS) Service Technician with Historic Environment Scotland, based at Longmore House, Edinburgh. This is a fixed term and pensionable appointment.

You will support and maintain HES enterprise GIS technologies which provide desktop and web based internal and external services. You will work within the GIS team as well as with other IT and Business teams including Oracle, Web, Project Management, and Infrastructure.

About us
We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision
Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities
- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

Overview of the post and information about the team

Based within the IT department of Historic Environment Scotland's Finance and Corporate Services Directorate, the GIS Service Technician post has the responsibility for the support and maintenance of HES Enterprise GIS systems, services and data in support primarily of the Heritage, and Operations directorates with an aspiration to roll out the use of GIS more widely to other directorates.

This post attracts a Professional Development Scheme allowance of £4,000 per annum after a nine-month qualifying period.

Key responsibilities, duties and objectives

- Support and maintenance of ArcGIS desktop and QGIS infrastructure.
- Support and maintenance of WM/F/TS data services
- Support and maintenance of ArcGIS licensing
- Support and maintenance of Python scripts.
- Day to day management of GIS data including file and Oracle schema-based data administration
- Data management relating to PASTMAP and other online and internal services and applications
- 1st and 2nd line GIS support.
- Maintenance of 3rd party spatial datasets. Raster, Vector, Databases.
- Maintenance of corporate GIS Project files. (QGIS and ArcGIS)
- Maintenance of GIS data standards
- Organisation and support of HES corporate GIS Champion workshops.
- Develop and maintain GIS training materials and HES GIS intranet presence.
- GIS project work – AGILE and Prince2

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:
- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Management Competencies:
- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Knowledge of working with GIS within a spatial database environment including ETL.
- Experienced in the use of desktop GIS (ArcGIS and QGIS).
- Python scripting specifically Arcpcy and geoprocessing tools.
- Creation of GI web services. (WFS/WMS/Feature services)
- ArcGIS Online
- Knowledge and experience of Excel for data analysis and transformation
- Knowledge and experience of GI file types including SHP, GeoJSON, File/Personal GDBs etc
- Willingness to learn new skills beyond core technical ability.

Desirable requirements:

- ArcServer management
- Familiarity with wider IT such as Windows Server, basic networking, Linux
- Experience of working under a knowledge of wider IT frameworks such as ITIL
- Prince and Agile development framework
- FME experience
- Dashboard Tools (Power BI, AGOL, Tableau)
- Awareness of BIM and CAD tools (Auto Desk suite, Leica suite, Elecosoft, SketchUp)

Qualifications & Professional Memberships:

- Qualification at SCQF level 9 in GIS or equivalent experience (desirable)
- ESRI Certification (desirable)
- Open Source GIS certifications (desirable)

What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- access to a free Headspace membership
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.

How to apply for this post

You can apply on-line by visiting our website at https://applications.historicenvironment.scot/

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you <u>fully</u> submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Andreas Buchholz, GIS Service Developer at andreas.buchholz@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our equality monitoring that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers
Thank you.

Thank you.

Human Resources
Historic Environment Scotland