West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: GIS Analyst.**

**Grade: 7.**

**Responsible To: Digital Systems Development Manager.**

**Purpose Of Post: To ensure the effective delivery and management of ICT services within the Authority, with a focus on Geographic Information Systems (GIS). The role involves upholding the ICT Service Level Agreement, managing GIS files, producing maps, analysing data, and supporting decision-making processes. Additionally, the post holder will facilitate the Fire and Rescue Authority's objectives, administer risk modelling software, and provide technical support to various departments.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. **GIS Analysis (SFIA: Data Analysis, Level 5)**
   * Utilise GIS software to produce maps at appropriate scales and sizes, tailored to end-user/system needs.
   * Input and manipulate operational data, providing required information in geographical form to assist decision-making.
2. **Data Management (SFIA: Solution Development, Level 5)**
   * Administer and manage all GIS data on the Authority’s IT system, acting as Liaison Officer for all technical issues related to GIS.
   * Translate Ordnance Survey data and process mapping updates onto related systems.
3. **Collaboration (SFIA: Collaboration and Operation, Level 4)**
   * Work closely with the CRMP team to provide analytical evidence on planning proposals using the tools provided.
   * Extract and analyse routing data from the Mobilising system, including point-to-point journey time analysis and order of turnout matrix data.
4. **Technical Support (SFIA: Technical Support, Level 3)**
   * Supply technical and maintenance support to the Brigade Water Office and their hydrant inspectors using relevant software supplied by third parties, including updating OS mapping and producing additional overlays within their software (GeoServer).
   * Administer and manage risk modelling software and Rootfinder systems.
5. **Address Management (SFIA: Data Management, Level 4)**
   * Manage and maintain the internal address gazetteer and assist with updates to related systems.
   * Oversee request updates for addressing from WYFRS staff and ensure they are given to the custodians where required.
6. **External Liaison (SFIA: Stakeholder Management, Level 4)**
   * Develop and maintain liaison with relevant external organizations (e.g., Highways Departments, Yorkshire Water, West Yorkshire Police, Network Rail, GeoPlace, and Ordnance Survey) to assist in the production and maintenance of GIS datasets received from external sources.
   * Develop knowledge of GIS and modelling software and promote data sharing with other users through training and user groups.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory StandardDisclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Technical experience and specialist knowledge on the use and function of GIS systems and databases. | Essential. | Application & Selection Process. |
|  | Experience of working with data modelling tools, utilising business intelligence reporting tools and analysis of routing data. | Essential. | Application & Selection Process. |
|  | Experience in producing reports for key strategic decision making. | Essential. | Application & Selection Process. |
|  | Experience of working in the public sector, preferably a blue light service, and previous experience of working with ordnance survey data. | Desirable. | Application. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Qualification or education in a relevant area or equivalent experience. | Essential. | Application & Selection Process. |
|  | Qualification in SQL or equivalent experience to be able to query, extract and load data sets. | Essential. | Application & Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Excellent problem-solving and analytical skills. With a keen eye for data quality. | Essential. | Application and Selection Process. |
|  | Effective communication and collaboration abilities. | Essential. | Selection Process only. |
|  | The following GIS skills would be beneficial to the role - CadCorp, MapInfo, FME, Geoserver, and other GIS software/tools. | Desirable. | Application. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence. | Essential. | Application & Selection Process. |

Job Description last updated: **April 2025.**