

PERSON SPECIFICATION

Job Title	BI and GIS Manager	Job Number	
Business Unit	Corporate Services	Location	Civic Offices
Completed By	IT Manager	Date	21/01/2020

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• Degree in GIS related subject, or relevant practical experience.	✓		Application and Interview
• Significant Experience with Business Intelligence environments	✓		Application and Interview
• Project management qualification (Prince2, APM etc.)	✓		
Work Experience & Attainments Previous work experience relevant to the job			
• Significant experience of ArcGIS 10 product suite, including desktop, server and online solutions.	✓		Application and Interview
• Proven experience with FME, SQL and Python	✓		Application and Interview
• Experience with BI reporting and data visualisation tools (PowerBI, Tableau)	✓		Application and Interview
• Experience of working under pressure and adhering to established deadlines	✓		Application and Interview
Skills and Competencies			
Communication/Presentation Skills Able to communicate information and ideas clearly and accurately, both in oral and written form	✓		Application and Interview
Planning and Organisation Achieves results in quality, in a timely and cost effective way. Sets priorities and plans, monitors progress	✓		Application and Interview
Team Working Can get things done through others. Participates and co-operates with team	✓		Application and Interview
Innovation and Continuous Improvement Able to be innovative with processes or solutions and ensure that all processes are subject to continuous improvement	✓		Application and Interview

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	Essential	Desirable	
Managing Performance Can set and monitor performance against evidence based targets	✓		Application and Interview
Managing and Developing Self and Others Able to identify and promote own strengths and the strengths of others whilst recommending areas for improvement where required.	✓		Application and Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Excellent computer literacy and familiar with Microsoft desktop applications 	✓		Application and Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Ability to work on own initiative and take responsibility where required 	✓		Application and Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 			