



# JOB PROFILE

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<b>Post Title:</b>	GIS Topographic Surveyor
<b>Directorate:</b>	Central Support Services (CSS)
<b>Responsible to:</b>	GIS Manager
<b>Responsible for:</b>	None
<b>Grade:</b>	C

## Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for managing topographic surveys for the development of geospatial data of physical infrastructure, utility services and topography.

To support development of the St Helena Environmental Information System (SHEIS), including providing support to GIS Users and promoting the use of GIS throughout SHG.

## Main Duties and Responsibilities

1. Responsible for the development, updating and safekeeping of Infrastructure, utility and topographical geospatial data ensuring all information is accurate through surveying and data analysis.
2. Responsible for GPS Surveying Equipment to an estimated value of £23,000 and the safe use of TPS equipment valuing at £32,000.
3. Responsible for the accuracy of cadastre survey data, including placement of survey and boundary markers, ensuring compliance with the statutory requirements of the Registered Land Ordinance, CAP 65.
4. Support the day to day management of the SHEIS:
  - Maintaining SHEIS System
  - Develop, update & create digital maps and spatial datasets from various electronic and hardcopy sources.
  - Software maintenance and troubleshooting.
5. Support the provision of a mapping and geospatial information service for customers and stakeholders.
6. Provide support in delivering GIS and survey training to staff and stakeholders.
7. To aid in the remote installations of SHEIS with new data on a quarterly basis:
  - Check and maintain information integrity



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- Provide relevant updates.
- 8. Responsible for the cataloguing of new datasets and to adhere to the Federal Geographic Data Committee (FGDC) Standards for Digital Geospatial Metadata version FGDC-STD-001-1998.
- 9. Responsible for the maintenance of the existing and installation of new trigonometric surveys control stations.
- 10. Respond to cadastre map and surveying related queries with regard to boundary issues.
- 11. Dealing with customers and ensuring that their requirements are effectively met within agreed timeframes. This includes cadastre survey requirements and assisting customers in finding alternative ways of solving problems and/or achieving their desired outcome.
- 12. Responsible for conducting surveys, providing updates (written or verbal) and liaising with engineers relating to infrastructure projects, utility services and topography.
- 13. Responsible for analysing and outputting surveyed data relating to infrastructure projects and utility services in CAD form for engineers.
- 14. Conduct cadastral surveys that are primarily responsible for the maintenance and updating of the Land Registry Maps.
- 15. Conduct surveying and map making using Real Time Kinematics (RTK), Global Positioning Systems (GPS) and Total Positioning Systems (TPS):
  - Set-up GPS Base station and Rover as well as TPS equipment and conduct/supervise (when necessary) surveying for Land Registry (LR) and GIS surveys.
  - Ensure field data integrity, accuracy and survey standards are upheld for GPS and TPS surveys.
  - Analyse and map surveyed data.
  - Ensure safety procedures are upheld when conducting surveys
- 16. Assist the Registrar of Lands with Land disputes, including attending Court hearings where necessary.
- 17. Responsible for ensuring health and safety procedures during field operations are adhered to.

## Special Conditions

- Conducting surveys in hazardous weather conditions, working in overgrown vegetation, difficult terrain and confined spaces.
- Required to carry heavy Survey equipment which can be awkward over difficult terrain.
- Must be able to confidently drive off-road/muddy terrain.
- Required to handle hand held cutting equipment.
- Required to maintain health and safety and PPE standards at all time.



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This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> <i>Required Professional Competency standard met</i>	ii
<b>Planning &amp; Delivery of Work:</b> <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	ii
<b>Analysis and use of Information:</b> <i>Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.</i>	ii
<b>Decision Making:</b> <i>Ability to act on own initiative and confident in making decisions within policy guidelines.</i>	ii
<b>Working with Others:</b> <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	ii
<b>Communication:</b> <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs</i>	iii
<b>Influencing and Persuading:</b> <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	ii
<b>Dealing with Change:</b> <i>Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.</i>	ii
<b>Continuous Improvement:</b> <i>Willing to learn and develop in job role</i>	i
<b>Managing Resources:</b> <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE in Maths, English and Geography at Grade C or above	E		
GCSE IT at Grade C or above or ECDL covering at least MS Word, Excel and Access	E		
Environmental Science Research Institute (ESRI) Certificate in ArcGIS 9.2 or willing to work towards the qualification	E		
Higher level qualification (City and Guilds) in Auto CAD	E		
Holder of a clean and valid driver's license class C	E		
Higher level qualification (HND, BSc) or internationally recognised degree in GIS and/or surveying	D		
<b>Knowledge &amp; Experience:</b>			
At least two years' experience in surveying	E		
<b>Skills and Abilities:</b>			
Advanced statistical analysis	E		
Advanced level of analysis of information	E		
Excellent IT skills and proficient in the following applications: <ul style="list-style-type: none"> <li>ArcGIS software</li> <li>Access Databases</li> <li>Auto CAD</li> <li>Surveying Software e.g. Leica Geo Office</li> </ul>	E		
Will need to have excellent written and verbal communication and interpersonal skills to communicate with internal (senior managers, engineers) and external (public) customers and to convey specialist terminology and surveying/land registry processes to non-specialist end users	E		
Good negotiating skills when dealing with and understanding customer queries	E		
Ability to plan and manage own work to meet the needs of infrastructure projects.	E		



## PERSON SPECIFICATION

Excellent Customer Care Skills	E		
<b>Other:</b>			
Sound knowledge of GIS principles and theory	E		
Knowledge of and experience in using GPS equipment, software and management	E		
Sound knowledge of locations around the island including where they are visible and accessible from.	E		
Highly self-motivated	E		
Excellent team player	E		
Ability to apply objective judgement	E		
Responsive to change	E		
Innovative and creative when dealing with customer and stakeholder queries	E		
Attentive to detail	E		
Willingness to work flexibly – some evening work may be required.	E		
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

N/a