# GIS Manager

## Role description

* **Salary:** Grade I
* **Location:** Role is UK-wide and can be based anywhere
* **Line manager:** Head of Impact
* **Department / Team:** Strategy, Impact and Evidence

### Role summary

The postholder will drive the strategic use of GIS at Sustrans, embedding effective GIS data and tools across the organisation. Key responsibilities include developing and expanding the use of GIS tools, currently ArcGIS and FME; managing GIS Officers; supporting projects; providing training to expand the use of GIS and developing GIS applications. They will oversee the effective administration of Sustrans GIS systems, governing data and fostering continual improvement and innovation. They will enable the interrogation of spatial data to support business activity, and act as an advocate for the acquisition and application of spatial data.

### Key responsibilities

* Enable the generation of evidence and learning that supports the Sustrans strategy.
* Leadership – Lead the strategic planning and development of the GIS service within Sustrans, maximising use of ArcGIS and associated platforms. Provide technical leadership on complex spatial analysis projects. Drive innovation and continuous development across the GIS service. Work as part of SIE’s management team on strategic matters.
* Line Management – line management of a small GIS team, including objective setting, coaching, performance management and ongoing development and training opportunities
* Engagement - engage with external audiences and strategic partners, representing Sustrans in both GIS forums and more widely.
* Service Management - Drive the decentralisation of the GIS service upskilling and supporting teams across the UK to make the most effective use of ArcGIS and associated platforms.
* Technical Oversight - Support the integration of GIS with other organisational systems and processes. Work with IT & Systems colleagues on infrastructure improvements.
* Data Management - Maintain appropriate licenses and work with the Data Protection Officer to ensure best practice data management. Identify and support the identification of data gaps and data opportunities, in service of Sustrans’ strategic priorities.
* Communication – to support and comply with the charity’s guidance on branding, tone of voice, and key messages, positively contributing towards raising Sustrans’ profile
* Development – to attend Sustrans training as required and to ensure continued personal development by working to objectives set as part of the appraisal process
* Health, safety and safeguarding – to support and comply with relevant policies on H&S and safeguarding, and proactively encourage a positive H&S culture for all activities

### Person specification

### Specific qualifications or experience required

* Proven and extensive experience and working knowledge of ArcGIS & workflow automation software
* A track record of project management and delivery
* Experience of working with a wide range of internal and external stakeholders
* Experience of inclusive line management and team building
* Experience in analysing GIS data to ensure equitable distribution of active travel resources.
* Experience of training others in the use of GIS systems
* Experience of managing licenses and agreements relevant to the use of GIS data and software
* Experience of substantive input into successful bidding/tendering exercises

### Specific/technical knowledge required

* Strong technical knowledge of GIS data management and processing (including an understanding of efficient ways to set-up GIS workflows)
* Good existing knowledge of national data sources relevant to Sustrans work
* Excellent level of IT literacy, including Microsoft Office
* Sound geographical knowledge of the UK
* Understanding of data protection issues
* Knowledge of data collection and surveying methods appropriate for updating and maintaining GIS data
* Inclusive people management and development techniques or approaches
* Detailed knowledge of key data sources on active and sustainable travel
* An interest in and commitment to Sustrans’ vision, mission and values

### Skills and abilities

* Demonstrable spatial analysis skills and ability to use GIS within a research context
* Excellent data management skills
* Excellent inclusive communications skills, written and verbal
* Ability to provide technical oversight and support to the work of specialist GIS Officers
* Ability to implement new approaches to GIS data management and processing
* Strong interpersonal and collaboration skills
* Ability to work flexibly, as part of a team
* Ability to work within a busy environment, with limited supervision (self-starter) and to plan and prioritise own workload and that of project teams
* Ability to re-assess business-as-usual activities to ensure they are still fit for purpose

This document does not form part of the contract of employment but does outline our expectations. If we need to amend this document in the future we will consult with the post holder before doing so.

Sustrans is a registered charity in England and Wales (number 326550) and Scotland (SC039263).

We work for and with communities, helping them come to life by walking, wheeling and cycling.

We campaign to create healthier places and happier lives for everyone.

Join us on our journey. [www.sustrans.org.uk](https://www.sustrans.org.uk/)