


<b>ROLE PROFILE</b>	<b>GEOGRAPHICAL INFORMATION SYSTEMS (GIS) OFFICER</b>	 <b>Devon &amp; Cornwall Police</b>
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## SECTION 1: PRINCIPAL RESPONSIBILITY

<b>Principal Responsibility</b>	<p>To provide administrative and support services to the Force specifically in relation to the Geographical Information Systems, Gazetteer(s) and other, similar databases. In particular, to: -</p> <ul style="list-style-type: none"> <li>• Performing administration for Gazetteer(s) and associated databases</li> <li>• Maintaining geographic locations and features across the Force area including operational warnings</li> <li>• Maintaining agreed service levels in conjunction with fellow team members, other police personnel and third parties</li> <li>• Carrying out system maintenance in support of changes to legislation and/or policy</li> <li>• Assisting in the delivery of all Incident, Release and configuration processes relative to the Gazetteer(s).</li> </ul> <p>The post holder may be required undertake other duties which are not necessarily specified on the role profile, but which are commensurate with the role.</p>				
<b>Role Type/Family</b>	Police Staff				
<b>Grade</b>	<b>3</b>	<b>Location</b>	Middlemoor, Exeter	<b>Vetting Clearance</b>	BC
<b>Medical Assessment</b>	N/A				
<b>Political Restrictions</b>	None specific to this role				
<b>Role-Specific Training and CPD to be undertaken.</b>	<ul style="list-style-type: none"> <li>• Relevant GIS / gazetteers systems admin training</li> <li>• Familiarisation with command and control/ crime systems</li> </ul>				

## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

<b>Formal Qualifications required</b>	
<b>Essential experience and specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in a user-focused service delivery environment</li> <li>• Knowledge of the Devon and Cornwall area with the ability to accurately read maps</li> <li>• An understanding of how our systems are operationally used</li> <li>• Demonstrable technical understanding and practical experience of working with a range of processes and technologies in use within the police service with particular reference to Devon &amp; Cornwall police</li> </ul>
<b>Essential Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Respect for race and diversity</li> <li>• Problem solving</li> <li>• Community and customer focus</li> <li>• Effective communication</li> <li>• Planning and organising</li> <li>• Personal responsibility</li> </ul>

## **SECTION 3: BEHAVIOURS**

### **WORKING WITH OTHERS**

#### **Respect for race and diversity**

**A** Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

#### **Community and customer focus**

**C** Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.

#### **Effective communication**

**C** Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.

### **ACHIEVING RESULTS**

#### **Problem solving**

**C** Gathers enough relevant information to understand specific issues and events. Uses information to identify problems and draw logical conclusions. Makes good decisions.

#### **Planning and organising**

**C** Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures

#### **Personal responsibility**

**B** Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.