

Role Profile and Specification - GIS Project Delivery Lead

Service Area	Planning
Role Title	GIS Project Delivery Lead
Location	Oxted/Agile
Reports to	Business and Project Delivery Manager
Salary/Grade	Grade 6
Duration/Hours	Fixed-term Contract 18 months 37 hours per week

Service Area Purpose

This role sits within the Infrastructure and Business Delivery Team (Planning), which is responsible for the delivery of Land Charges, Street Naming and Numbering, Community Infrastructure Levy (CIL), Section 106 Monitoring, the Geographical Information System (GIS) and Local Land and Property Gazetteer (LLPG).

Job Purpose

The purpose of this role is to lead the modernisation, standardisation, and strategic development of the Council's Geographic Information Systems (GIS) and digital planning tools. The post holder will be responsible for decommissioning the existing iShare platform and delivering a robust replacement; implementing GIS system upgrades to ensure interoperability across back-office systems; and supporting the delivery of the Local Plan Digital Programme by integrating mandated datasets, workflows, and reporting requirements into GIS.

The role will also enhance digital capability within the Planning service by increasing the use of Esri technologies, developing APIs where appropriate, and providing training and support to non-technical users to embed digital tools within everyday working practices.

Key Objectives

- Decommission the iShare Platform and deliver a replacement solution
- Upgrade and standardise GIS systems across the organisation
- Support delivery of the Local Plan Digital Programme
- Enhance utilisation of Esri products and develop API-based solutions

Specific Responsibilities

Decommission the iShare Platform (Top Priority)

- Identify and document all dependencies, risks, and integrations linked to the existing iShare environment.
- Design, test, and implement a suitable replacement platform that meets organisational needs.
- Lead data, mapping, and workflow migration to the new solution.
- Coordinate with IT to safely decommission servers and related infrastructure following successful migration.
- Ensure service continuity and communicate progress to key stakeholders.

GIS System Upgrade & Standardisation

- Deliver system upgrades to ensure a resilient and high-performing GIS environment.
- Develop and implement standards for GIS data, layers, symbology, and workflows across departments.
- Ensure efficient interoperability between GIS and other back-office systems.
- Maintain up-to-date technical documentation and guidance materials.

Local Plan Digital Programme

- Deliver central government–mandated digital planning requirements within statutory timeframes.
- Integrate datasets, mapping layers, and workflow processes into GIS to support Local Plan preparation.
- Support the development, automation, and maintenance of a live GIS-based Housing Monitoring Report.
- Train and support non-technical users involved in the Housing and Economic Land Availability Assessment (HELAA) process, including use of Landclan, Survey123, and related digital tools.
- Work collaboratively with Planning Policy, Housing, and IT to ensure accuracy and consistency of geospatial data.

General Responsibilities

- Provide professional GIS advice and technical support to service areas as required.
- Maintain high standards of data security, governance, and compliance.
- Manage project timelines, risks, and documentation to support decision-making.
- Work collaboratively with internal teams, external partners, and software vendors.
- Contribute to building digital capability across the organisation through knowledge sharing and training.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> Degree in Geographic Information Systems (GIS) or demonstrable relevant experience. 	<ul style="list-style-type: none"> Member of The Royal Geographical Society or working towards membership.

Experience

Essential	Desirable
<ul style="list-style-type: none"> A track record of managing and maintaining enterprise-level GIS environments, including responsibility for day-to-day system performance and issue resolution. Leading in the delivery of GIS projects using modern Esri platforms, demonstrating the ability to create, configure, and maintain spatial data and mapping applications. Experience leading or contributing to technical upgrades, data transitions, or system modernisation projects within a GIS context. Practical background in working with diverse datasets, including interpreting complex spatial information and translating it into meaningful outputs for services or stakeholders. Evidence of managing competing priorities within structured project frameworks, ensuring milestones and timescales are achieved. Experience providing guidance, coaching, or user support to colleagues, helping non-technical staff adopt geospatial tools confidently. Direct involvement in ensuring compliance with organisational or statutory standards relating to data quality, data sharing, and digital processes. 	<ul style="list-style-type: none"> Experience supporting planning, housing, or development-related services where geospatial information plays a central role. Practical experience contributing to assessments such as HELAA or maintaining ongoing monitoring datasets related to land availability or housing supply.

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Knowledge of Esri ArcGIS Pro, ArcGIS Online, and related web-based GIS tools (e.g. Survey 123, dashboards, web maps and apps).• GIS system administration concepts, workflows and best practices.• Working knowledge of scripting and coding to support GIS automation, data processing and system integration (e.g. Python, ModelBuilder, or equivalent).• Writing and managing SQL queries for spatial and non-spatial databases.• Use of APIs and system integrations, with the ability to support data exchange between GIS and other business systems.• Ability to analyse complex datasets and design effective digital mapping solutions.• Knowledge of data governance, interoperability standards, and digital planning requirements.• Understanding of the broad requirements of the data protection principles.• A commitment to equality and diversity.	<ul style="list-style-type: none">• Understanding of government digital planning reforms and associated data standards.