

**University of London
Job Specification**

Job Title: GIS Officer, 'Layers of London' Project

Department: School of Advanced Study

Section: Institute of Historical Research

Level: Level 7 AMP (0.4 FTE or 14 hours per week)

Job Purpose:	<p>The Institute of Historical Research is seeking an experienced GIS Officer to deliver our high-profile 'Layers of London' heritage project, funded by the Heritage Lottery Fund.</p> <p>The 'Layers of London' project is a major collaboration between the Institute of Historical Research, School of Advanced Study, University of London, and major heritage partners in London. These include the British Library, the National Archives, London Metropolitan Archives, Historic England, the Museum of London Archaeology (MOLA) and Birkbeck, University of London. The project will create a new interactive digital platform comprising historic maps, plans, photos, films and other resources to be used as part of public engagement programmes involving groups and individuals across London's boroughs and beyond. A major component of the project will be the creation of content via crowd-sourcing, schools and volunteer projects.</p> <p>The GIS Officer is responsible for supervising the development of all geospatial data that is to be created by project partners, and ensuring that all geospatial resources made available via the Layers of London website are accessible, appropriate and adhere to relevant standards.</p> <p>The post holder will work as a member of a team that includes the Project Manager, a Public Engagement Officer, a Project Administrator, a Volunteer Coordinator and other colleagues from the Centre for Metropolitan History, overseen by the Project Director. Other professional relationships will include working with the appointed website development agency and colleagues from London Metropolitan Archives, Museum of London Archaeology, The National Archives, and Historic England.</p>
Job Content:	<ol style="list-style-type: none"> 1. To coordinate all geospatial digital content creation by project partners, specifically overseeing the geomatics and georeferencing of historical map layers by MOLA. 2. To prepare existing historical datasets for conversion into geodata for inclusion as historical layers.

3. To ensure that all geospatial resources made available via the Layers of London website meet relevant standards.
4. To prepare geodata and historical datasets for archiving and delivery via the project's chosen digital depositories, along with appropriate technical and user documentation.
5. To reporting on the technical progress of the project.
6. To develop and deliver verbal/written presentations as required to partners, stakeholders and users.
7. To jointly lead volunteer projects to georeference existing historical datasets (including the online Survey of London and British History Online resources)
8. To run introductory training workshops on using GIS and creating geospatial data for project volunteers.
9. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
10. To maintain an awareness and observation of fire and health and safety regulations.
11. To fulfil any other duties consistent with both the grade and scope of the post.
12. To fulfil other duties reasonably required of the post-holder by the reporting manager.

Reports to:	Project Manager
Responsible for:	No direct reports but extensive partnership working with project partners named above.
Additional demands of the role:	This post is 0.4 FTE of 14 hours per week

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Extensive experience of data creation from historical and heritage materials and data curation.
- Experience of developing and working with geospatial (and historical) data.
- Experience of producing documentation and metadata for data driven online resources.
- Experience of preparing data for projects.

Desirable:

- Experience working on a complex project involving numerous project partners.
- Experience communicating with/teaching non-specialist audiences.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Knowledge of data creation and curation with a view to allowing data access for non-specialist users.
- Excellent knowledge of best practise in developing and working with geospatial and historical data.

Desirable:

- Understanding of the nature of data-driven public engagement activities.
- Ability to work within a large and distributed project team.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- A relevant degree or equivalent professional experience.

Competency Requirements	Essential	Desirable
Academic Community focus	B	
Adapting to change	C	
Creativity and innovation	C	
Interpersonal understanding	C	
Leadership	C	
Managing resources	C	
Organisational commitment	C	
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	C	
Resilience	C	
<i>Stakeholder focus</i>	C	
<i>Striving for excellence</i>	C	
Working collaboratively with others	C	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258</p>		