**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Local Land and Property Gazetteer / Street Naming and Numbering officer | **Grade**:  PO1 – PO2 |
| **Section:**  IT | **Directorate:**  Resources |
| **Responsible to following manager:**  LLPG / SNN Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:** | **Last review date:**  February 2019 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To assist in the maintenance the Corporate Local Land and Property Gazetteers (LLPG) to BS766 standards for Richmond and Wandsworth.

To assist in the management of the Street Naming and Numbering (SNN) application and decision-making process, and the resolution of address anomalies for Richmond and Wandsworth.

Communicate all decisions on new and resolved addresses to all relevant departments in the SSA and external agencies.

**Specific Duties and Responsibilities**

1. Deputise for the Address Management Manager as required.
2. Deputises as Richmond and Wandsworth Council’s Local Land and Property Gazetteer (LLPG) Custodian, maintaining the LLPG Updates (to GeoPlace) and associated data matching.
3. Ensure local/ national conventions and BS7666 standards are fully adhered to in the LLPG maintenance process.
4. Ensure that the statutory service of naming all new roads and numbering/naming new properties is carried out in accordance with Richmond and Wandsworth councils’ procedures/policies for Street Naming and Numbering and meets both Council’s statutory regulations.
5. Process, and make decisions following appropriate consultations/notifications on applications for new addresses and address amendments in accordance with Richmond and Wandsworth Councils’ policies/procedures for Street Naming and Numbering, including the handling and recording of associated income as well as notifying all relevant external bodies of address changes.
6. Resolve address anomalies which have been highlighted between different address datasets in use within the SSA and by third parties (e.g. Royal Mail, HMLR and VOA) and notify all relevant bodies of the official addresses.
7. Maintain the LLPG Improvement Schedule, as agreed with GeoPlace, to ensure continuous improvement in the data quality and completeness of the LLPG. Establish and maintain appropriate Quality Assurance measures.
8. Research and validate address data held within various corporate databases as necessary to ensure the integrity of data captured within the LLPG. Where necessary carry out site inspections to identify the location of new, altered or demolished properties and their associated land parcels.
9. Monitor Building Control Commencements and Completions in order to secure SNN applications within agreed time scales.
10. Resolve conflicting issues, de-duplicate and keep cross references with other data sources such as Council Tax, Electoral Roll, Local Street Gazetteer (LSG) NNDR etc.
11. Liaise with the GIS Officer and the LSG Custodian to ensure that changes to the LLPG and LSG are updated to the corporate GIS.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Ability to handle and process income and expenditure related to SNN effectively and responsibly.

Ability to carry out site visits where appropriate for the resolution of address anomalies.

**Team structure**



**Person Specification**

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| **Responsible to:** LLPG / SNN manager | **Responsible for:** N/A |
| **Post Number/s:** | **Last Review Date:** February 2019 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| Knowledge of, or experience of, working with the Street Naming and Numbering process and obligations. | X |  | A/I | |
| Knowledge of, or experience of, working with the LLPG including a knowledge of BS7666. | X |  | A/I | |
| Working knowledge of the legal framework under which the Council operates it’s SNN function. | X |  | A/I | |
| Knowledge of the Data Entry Conventions (DEC) and how this applies to the LLPG. |  | X | A/I | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Experience of data cleansing / capture project work | X |  | A/I | |
| Experience with Geographic Information systems (GIS), planning systems or of digitising map-based information. |  | X | A/I | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Ability to analyse and interpret complex land parcel data including plans and maps. | X |  | A/I/T | |
| Excellent written and oral communication skills including the ability to effectively negotiate between numerous stakeholders. | X |  | A/I | |
| Ability to use Microsoft Office software to produce reports and written communications as appropriate. | X |  | A/I | |
| Ability to work on own initiative, prioritise issues and schedule own workload to meet tight deadlines. | X |  | A/I | |
| Ability to work with the utmost attention to detail to ensure data integrity and compliance with data entry conventions and local policies. | X |  | A/I/T | |
| Logical and considered problem solving. |  | X | A/I/T | |
| A willingness and ability to learn and develop IT skills including skills relating to GIS and address management software. | X |  | A/I | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Educated to A level standard or equivalent professional qualification. |  | X | A | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**