



Post Title: GIS Analyst (Housing Services)

Grade: F

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

Nottingham City Council is a major social landlord with a large portfolio of council owned housing and associated landholdings across the city.

The role will support a range of workstreams, whether that be providing location based spatial analysis in support of service planning, or by managing and maintaining digital spatial datasets for Housing Services.

The role provides support in maintaining, producing, analysing and disseminating information.

You will utilise a variety of different data sources and information to analyse and visualise information, making it accessible and presenting findings in a logical and attractive way to help inform decision making.

This role is to provide support on the collection, management, and maintenance of the data and information held within Housing Services that contributes to the corporate GIS mapping and associated systems.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.



Specific Duties

1. Collect, cleanse and manage spatial data, particularly relating to housing land and property assets, ensuring data accuracy and integrity.
2. To manipulate, model, analyse and interpret data from a range of sources to support the delivery of key priorities and services for Housing Services.
3. Produce accurate paper and digital maps, web applications and related GIS products and services as needed to support operational teams responsible for the Council's housing and associated housing land.
4. Ensure that regulations and procedures relating to the creation, storage, processing and sharing of digital data are observed, collaborating with the Corporate GIS Team as required.
5. Work across the Housing Service and with other departments, to promote and integrate GIS data into broader projects and provide geographic support for their needs, through briefings, presentations and training.
6. To produce reports and research information from housing related data sources, using tools such as Business Objects and Power BI to help Housing Services analyse information geographically to help inform decision making.
7. To keep informed and abreast of changes in Housing Policy, Strategy and Legislation, both nationally and locally.
8. To maintain an in-depth knowledge of data, analytical, technical and cartographical advances within the GIS field to further enhance and develop the current service provision.
9. To represent the Service Area, Department or City Council at meetings as required, some of which may be outside normal office hours.
10. To assist with the development of a quality service to meet customer needs in accordance with Best Value and other corporate departmental strategies and procedures.
11. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
12. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.



Numbers and grades of any staff supervised by the post holder:

No management functions will be expected.

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information.

Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by Dan Lucas (Housing Strategy and Partnerships Manager), Sarah Abbott GIS Manager (Data & Infrastructure) and Andrew O'Neill (Business Transformation Project Manager)

Date 16/01/26



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	T	I
Individual Leadership	Takes personal accountability for own development.			✓
	Drive and motivation, ability to deliver against challenging objectives.			✓
Change and Innovation	Confidence and ability to put forward ideas for change.	✓		✓
	Ability to be creative, to be able to identify problems and work to create solutions.	✓		✓
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.	✓		✓
	Evidence of actively working with others to improve collaboration internally and externally.	✓		✓
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓		✓
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓		✓
Technical Skills and Knowledge	Experience and proficiency in Desktop GIS (preferably ArcGIS Pro).	✓	✓	✓
	Knowledge and experience of web mapping technologies (e.g. ArcGIS Enterprise, ArcGIS Online).	✓		✓
	Knowledge of automating GIS tasks through scripting and/ or modelling (e.g. Python with ArcPy, FME or ESRI Model Builder) for automating GIS tasks.	✓		✓
	Knowledge and experience of Ordnance Survey and other spatial and statistical data products used within local government.	✓	✓	✓
	Knowledge and experience in working towards legislation, standards, and policies, ideally within a local government or housing context.	✓		✓
	Strong understanding of spatial data concepts, projections, and geospatial analysis techniques.	✓	✓	✓
	Experience of managing and maintaining spatial data, ensuring data integrity and accuracy.	✓	✓	✓
	Ability to produce well-presented, concise and insightful reports for technical and non-technical stakeholders.		✓	✓

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	Ability to present complex spatial data clearly through maps, reports, and visualisations.	✓	✓	✓
	Working in a technical environment, ability to quickly learn and keep up-to-date with emerging technologies.	✓		✓
	Experience of software to produce business intelligence and statistical information, particularly the use of Business Objects, Power BI, Microsoft Excel or other spreadsheet and database packages.	✓		✓
	Ability to communicate in a precise fashion with an appreciation of correct terminology whilst considering the audience.	✓		✓

A - Application T – Test I – Interview