



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR GIS and Spatial Data Manager

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Data Services is part of the Central Services of the Church of England, providing statistical information, analysis, research and consultancy. The team works collaboratively with the National Church Institutions (NCIs), dioceses and parishes collecting and assembling data to support the Church's missional, pastoral and operational activities through high-quality information and analysis. This is used locally, at parish, diocesan and national levels, involving the Team in a wide range of customer contacts and interfaces.

In the context of the Church of England's Transforming Effectiveness Programme, the Data Services Team will work to promote data collection that is economic, efficient and effective, producing high-quality services and deliverables geared to a varied range of customer needs. Within the Team, the Data and Analysis unit will lead on consolidating core deliverables and establishing best practice for research and analysis, acting as professional centre of excellence to inform and assist operational and development work within the Team.

March 2024

Within Data Services, the Data Operations Team comprises of a number of operational teams, one of which is the Mapping and Spatial Data Team.

What you'll be doing

You will be leading and managing the Mapping and Spatial Data Team within the Data Services Operations Team. The team has a wide-ranging reach across the NCIs in setting the standards for the use and management of spatial data in a number of key services and functions. You will also lead the team in providing services to dioceses and a number of third parties who interact with the NCIs and dioceses.

MAIN DUTIES AND RESPONSIBILITIES

- Design and delivery of ongoing and ad hoc GIS projects on behalf of the Data Services department for the Boards, Councils and departments of the NCIs. The day-to-day management of these projects including their design, development and implementation falls within this role.
- Management of key operational datasets, including the Church of England's parish boundaries and church locations, ensuring that these are updated in a timely manner and kept accurate, and are accessible within the NCIs, to dioceses and to the public as appropriate.
- Co-ordinating the development of spatial data resources on behalf of the NCIs and dioceses, including identifying knowledge gaps and strategic allocation of resources to the development of new datasets in consultation with departmental and diocesan need.
- Maintaining close working relationships with NCI departments, dioceses and other Church of England entities to break data silos, enabling a joined-up data landscape and preventing duplication of resource.
- Co-ordinating provision of software and mapping services for NCI departments and diocesan mapping teams, including managing the distribution of ArcGIS licenses.
- Providing authoritative advice and support to Church of England entities in the procurement of mapping and spatial data services, ensuring value for money is achieved.
- Leading on the development of training materials for NCI and diocesan staff in the use of GIS software, as well as providing one to one support on an ad hoc basis and signposting to external training resources.
- Organisation of mapping events and conferences to share organisational learning and good practice (NB – such events may involve occasional travel and overnight stays within England)

- Line management of the GIS and Spatial Data Officer and any other staff or secondees assigned to the Mapping and Spatial Data Team.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience:

- Knowledge of GIS applications, in particular ArcGIS Pro
- Knowledge and experience of the principles and practices of spatial data management and quality assurance
- Experience of creating engaging data visualisations in charts, graphs, maps etc
- Knowledge of publicly available spatial datasets and experience of manipulating and visualising this data
- General knowledge of computer packages including Word, Excel, Outlook and PowerPoint
- Experience of managing and co-ordinating data projects which involve multiple teams and organisations

Skills & Abilities:

- Ability to maintain a network of key internal and external contacts
- Ability to understand customer data needs and identify solutions
- Ability to train, mentor and support GIS users of varying abilities
- Excellent communication skills both written and verbal
- Ability to line manage a small team
- Ability to work to deadlines

Desirable

- Understanding of statistical methodologies
- Awareness and understanding of the Church of England

Vacancy Summary

JOB TITLE:	GIS and Spatial Data Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Data Services
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35 hours
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1-2 days per month in the office
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	TBC
COST CODE:	50505
PARENT POSITION:	Data Operations Manager