1. **Job details**
   - **Job Title:** GIS External Relations Co-ordinator / Information Services Computing Officer
   - **School:** GeoSciences
   - **Line Manager:** Head of Institute of Geography (academic role) / IT Service Manager (computing role)

2. **Job purpose**
   To manage the provision of postgraduate teaching in Geographical Information Science (GIS), and represent the University’s GIS activity externally.

   To manage the provision of information services to all areas of the school utilising infrastructure, web and database services as appropriate. Additional responsibilities will include specialist applications in GIS and database management.

3. **Main responsibilities**

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<tr>
<th>% time spent</th>
<th>Details</th>
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<tbody>
<tr>
<td>40%</td>
<td>1. Develop, deliver, assess and manage courses, customised training programmes, tutorials and fieldwork as part of the MSc in GIS and other postgraduate programmes. Manage student dissertation and supervisor allocations within GIS programmes. Chair Board of Examiners for MSc in GIS (taught &amp; research) and GIS &amp; Society; contribute to College and University strategy development in this area.</td>
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<tr>
<td>20%</td>
<td>2. Supervise student dissertations for the MSc in GIS (taught and research) and GIS &amp; Society, acting as an examiner for dissertations and ensuring that students research is published; supervise other research students appropriate to areas of expertise.</td>
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<tr>
<td>10%</td>
<td>3. Identify develop and maintain external relationships to the benefit of GIS teaching and research (and the wider Edinburgh Earth Observatory) (e.g. relationships with government organisations and industry; alumni activities).</td>
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<tr>
<td>15%</td>
<td>4. Analyse user requirements, design, develop, implement and document computer-based information services for the School; contribute to College and University strategy development in this area.</td>
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<td>5%</td>
<td>5. Operationally manage the web site(s) for the School ensuring that policy decisions from the IT Committee, Web editorial group and School Executive Group are implemented.</td>
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<tr>
<td>5%</td>
<td>6. Keep up to date in and develop own area(s) of expertise, taking responsibility for identifying own professional development needs, and including research activity appropriate to evolving and improving teaching and supervision activities.</td>
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<tr>
<td>5%</td>
<td>7. Carry out any other reasonable duties as requested by the line manager which are commensurate with the post.</td>
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4. **Planning and organising**
   - Planning and organising teaching provision and student research projects.
   - Planning, organising and project managing change projects within information services (such as the design and implementation of new systems and procedures over weeks or months).
   - Responsible for planning and prioritising own work on daily, weekly and long-term basis within agreed overall priorities.
   - Responsible for taking initiatives as opportunities arise and reacting independently to these.
   - Ability to work on several projects at once and set appropriate priorities for delivery and deadlines.
   - Respond to urgent problems, crises and service disruptions with appropriate level of priority relative to long-term goals.

5. **Problem solving**
   - Design innovative postgraduate courses in GIS and related areas and ensure their effective delivery and assessment
   - Negotiating with external organisations, agencies and companies (e.g. for funding, building research and teaching relationships).
• Assess and evaluate long-term strategies and risks for information services and take or recommend appropriate action.
• Resolve day-to-day operational difficulties using judgement and experience.
• Investigate and analyse technical problems, explore and evaluate solutions using judgement and experience to select best response; identify when technical problems require input from other specialists
• Dealing with student learning and other difficulties as these arise
• Deal appropriately with inexpert, frustrated or irate computer users.

6. Decision making
• Contribution to the formulation of teaching and assessment policy, interpretation of these policies with respect to GIS programmes.
• Interpret policy and provide advice on matters relating to information services.
• Autonomous decisions on work schedule and immediate prioritisation of needs.
• Decide on and implement appropriate solutions to problems; act to anticipate and prevent difficulties e.g. in provision of web service.
• Determining and take action to address own learning needs to maintain skills and expertise in new software, techniques, theory and developments in the field

7. Key contacts and communication
• Supervise the work of the GIS Support Officer (not formal line manager) and postgraduate demonstrators in relation to the courses presented.
• Advise academic colleagues and students on teaching and particularly assessment requirements
• Provide guidance, advice, training and solutions to a range of academic, research and support staff in the School and to students.
• Represent the interests of the School and College on University Committees and projects as appropriate to expertise in GIS/postgraduate teaching and/or administrative services computing (eg. College Postgraduate Studies Committee, Senatus Masters Working Party, Student Systems Feasibility Study); liaise with University services, such as College and Registry to develop and maintain services for the school and influence policy affecting information services.
• Act sympathetically to students and user difficulties and level of knowledge and explain complex concepts and procedures at appropriate level.
• Work as part of a team of specialists to optimise use of time, skills and resources to achieve common goals.

8. Knowledge, skills and experience required
• Good honours degree, preferably in a field relevant to the School’s programmes; postgraduate qualification in GIS. Preferably experience of working in industry.
• Experience of database design, implementation and administration preferably using Oracle.
• Experience of web-based reporting from database ideally using Zope.
• Knowledge of some or all of Python, Visual Basic, scripting, PHP, Perl, Java.
• Excellent knowledge of GIS theory and applications

9. Dimensions
• Provides information service to all teaching and admin staff in the School (c. 100 staff). Provides user services to staff (c. 230), postgraduate (c. 250) and undergraduate students (c. 1000).
• Supervises and assigns work to 2-4 postgraduate demonstrators and GIS Support Officer in context of courses directed.
• Delivers courses to 20-50 students comprising MSc in GIS and external participants.
• Oversees assessment processes for c.42 students in MSc in GIS and up to 20 external students
• Chair and run Board of Examiners involving up to 14 staff
• Member of course team of 10 -12 teaching staff
• Member of a team of 10 computing officers.

10. Job context and any other relevant information
This post has a dual focus, between the teaching, administration and research in Geographical Information Sciences and the development of internet-enabled database management systems within the School of GeoSciences. The links between these activities ensure a vital, informed and leading-edge interchange between teaching and development, to the benefit of both activities.