

<b>Job Title:</b> Address and Street Management Officer	<b>Role Profile Number:</b> AO00056
<b>Grade:</b> <b>Salary:</b> L	<b>Date Prepared:</b> 17.08.21
<b>Directorate/Group:</b> Economy and Development/Regulatory Services/ Street Naming and Numbering	<b>Reporting to:</b> Building Control Marketing and Commercial Lead
<b>Structure Chart attached:</b>	No

**Job Purpose**

- To help maintain, develop and promote the Gazetteer Street and Address Information for Swindon Borough Council. This will be achieved by ensuring the Council’s applications, including the Local Land and Property Gazetteer (LLPG) and Local Street Gazetteer (LSG) are kept up to date and accurately recorded. Responsible for maintaining data to agreed standards and to support the Councils web facilities.

**Key Accountabilities**

- Create and hold the register for all name and numbering of properties and streets in the Borough
- Assist in the consultation for new street names, this will involve liaison with Councillors, Parish Councils, Developers and Emergency services to negotiate, agree and implement street naming themes, including researching suitable themes for street naming.
- Monitor performance against the relevant data standards and ensure that the Gazetteer conforms to BS7666 and other relevant data standards required by Geoplace/Ordnance Survey in line with our contract and to take corrective action where appropriate to ensure that the service agreement responsibilities are maintained.
- Undertake updates of the Local Land and Property and Gazetteer and Local Street Gazetteer (LLPG/LSG) data to all appropriate address based databases – including Council Tax, VOA and Electoral registration services
- To help identify and develop innovative uses of the Gazetteer information across the Council and partner agencies to provide full use of the data held
- Support service areas in liaising with ICT suppliers to ensure interoperability between the Gazetteer and line of business applications.
- Enhance the business development of the service, including liaison and benchmarking with other

authorities as well as national suppliers and working groups.

### **Supplementary Accountabilities**

- Work as part of a small team sharing information, workload and providing a joined up approach to the business
- Provide support and cover the Gazetteer Custodian in times of absence and high demand
- Coordinate consultation of name themes for new developments
- Take responsibility for understanding and implementing the Council's health and safety policy and protocol
- Undertake any other duties appropriate to the level and responsibilities of the job

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Full working knowledge of Geographical Intelligence Systems and an ability for historical research
- Knowledge of address and data standards to BS7666, Street Naming and Numbering Acts, aspects of Highway Law, NRSWA 1991 and Street Manager
- Computer literacy in word processing, databases, spreadsheets and GIS is required
- Good networking abilities and be able to communicate and promote the service at all levels
- Ability to prioritise and execute tasks to a high level of accuracy
- Excellent communication skills, both written and verbally

### **Decision Making**

- Confidence in making decisions relating to requests from developers, customers and other internal and external requests for street naming
- Ability to make informed decisions on workload priorities
- Sound judgement and decision making is required on responding to requests for information, including details, analysis and presentation

### **Creativity and Innovation**

- Awareness of political sensitivities surrounding street naming
- Appreciation of our customer's needs – able to engage with customers on their own level and respond to their requirements for data and information
- Business awareness – anticipate changes to service delivery and put strategies in place
- Technical competence – broad based experience of research and information in the context of street naming

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	Yes/No
<b>Number and types of jobs managed</b> • •	<b>Responsibility</b>	None
<b>Typical tasks supervised/allocated to others</b> • • •	<b>Asset Responsibility:</b>	

**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Members, Parish Councils, Historical Societies, Members of the Public and internal and external contacts in relation to consultation on Street Naming and Numbering
- National contacts with Geoplace, Royal Mail, Emergency Services
- Members of the public – responding to telephone, e-mailed or written enquiries, occasional face to face
- Internal and external colleagues

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	