

<b>Jon Title:</b> Gazetteer Custodian	<b>Role Profile Number:</b> SBC_10689
<b>Grade:</b> CFL8 <b>Salary:</b>	<b>Date Prepared:</b> May 2025
<b>Directorate/Group:</b> Inclusive Economy and Sustainability	<b>Reporting to:</b> Building Control Marketing and Commercial Lead
<b>Structure Chart attached:</b>	No

### Job Purpose

To maintain, develop and promote the Gazetteer Street and Address information to internal and external stakeholders in line with the Councils legal and statutory obligations

To provide a 'joined-up' coordinated approach to supporting the business understand its customers and their proximity by providing a single unique address reference for every property.

### Key Accountabilities

- Lead as Land and Local Property Gazetteer Custodian for the Council, employing Delegated Powers to create and legally register all naming and numbering of properties and streets within the Borough under the Town Improvement Causes Act 1847 and Public Health and Safety Act 1925
- Lead as Local Street Gazetteer Custodian to add all new roads, adoptions, Additional Street Data and Designation information and to update the National Hub and internal stakeholders as required. To analyse, interpret and comment on new legislation affecting changes and report the implications to senior manager.
- Consult with Councillors, Parish Councils, Developers and others including Emergency Services and send to Royal Mail to negotiate, agree and implement street naming themes. Undertake research in order to create suitable themes for street naming.
- Promote and enable single view of addressing through the use of the Gazetteer as the single source of addressing within the Borough
- Monitor performance against the Geoplace Place data standards that the Gazetteer conforms to BS7666 and the relevant data standards required by Geoplace/Ordnance Survey in line with our contract under the Data Co-operation Agreement and Public Service Mapping Agreements and to take corrective action where appropriate to ensure that the service agreement responsibilities are

maintained.

- Manage Gazetteer data integrity to ensure that the data is consistent, correct and fit for propose. Liaise with Stakeholders, IT and others to monitor and where necessary to resolve data transfer protocol issues.
- To identify and develop innovative uses of the Gazetteer information across the Council and, where appropriate partner agencies to provide full potential to our business objectives.
- Lead the business development of the service, including liaison and benchmarking with other authorities as well as national suppliers and working groups.
- In conjunction with the Head of Highways; periodically review and benchmark Street Naming policies and charges to ensure best practice and where applicable advise on legislative changes.
- Support service areas in liaising with ICT suppliers to ensure interoperability between the gazetteer and line of business applications.
- Act as Administrator to the Symphony Suite. Liaise with IT and Software supplier to arrange system upgrades.
- Act as support to contract manager for gazetteer software supplier, including retendering and ongoing performance management.
- Represent Borough at local, regional and national forums to ensure the Authorities interests are represented.
- Identify team learning needs and arrange appropriate training.

### **Supplementary Accountabilities**

- Work as part of a small team – sharing information, workload and providing a joined-up approach to the business
- Provide cover and support for the Address Management Officer, in times of absence and high demand
- To attend local meetings and developments, in and out of core working hours, if required, to promote street naming and numbering – with Councillors, Officers and the general public

### **Knowledge & Experience**

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

- Expert in Gazetteer data standards, BS7666, Street Naming and Numbering Acts, Highway Law, NRSWA 1991 with minimum of 2 years' experience
- Demonstrable knowledge of Geographical Intelligence Systems
- Ability to prioritize and execute tasks with a high level of accuracy
- Highly proficient in registering plans geographically and interpreting plans, Section 38 documents etc.
- Excellent knowledge of SQL Gazetteer database with ability to retrieve, cleanse and analyse information from systems
- Good networking abilities and able to communicate with and promote the service at all levels.

## **Qualifications**

- Education to A level standard or relevant compensatory experience.

## **Decision Making**

- Ability to work with minimum supervision; drawing on expertise within the team, professional networks; and across the Council in relation to legislation, technical specifications and stakeholder management as required.
- Ability to make informed decisions on workload priorities
- Ability to make decisions relating to quests from Developers, Councillors, customers and other internal and external quests for Street Naming
- Ability to act on information and communicate with the appropriate stakeholders

## **Creativity and Innovation**

- Identify opportunities and instigate conversations for data sharing and joined up working, arrange meetings with other departments to discuss the Addressing Services and how we can work together
- Proactively look at SMART ways to improve the Gazetteer and its service
- Research and create themes for street naming
- Engaging and inspiring others to create street naming for Swindon that reflects its heritage, ambition and vision.
- Insert elements of the job where creativity and innovation are required.

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• None</li></ul>  <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• None</li></ul>	<b>Budget Holder</b>  <b>Responsibility</b>       <b>Asset Responsibility:</b>	No  No The jobholder will be receiving and recording income through SNN applications      IDOX Software System
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### **Contacts and Relationships**

- Members, Parish Councils, Historically Societies, Members of the Public and other internal and external contacts with relation to consultation on Street Naming and Numbering.
- National contacts with Geoplace, Royal, Mail, Emergency Services.
- Best practical meetings with Wiltshire County Council, Bath and Dorset and Wiltshire Fire Services and networking with Gazetteer Officers in various other councils.
- Aligned Asset, and various software suppliers.
- Regular contact with ICT, Planning, Council Tax, Electoral Roll, Waste Services, Education, Parking, Streetworks, Rights of Way and other internal departments

### **Other Key Features of the role**

- None