

Role Profile – The What, The Where, The How

POSITION	GIS Technician		
TEAM	Property Investment and Compliance	LOCATION	Coastline House
VERSION	1	LAST UPDATED	June 2025

THE PURPOSE OF THIS ROLE IS TO

In this role your primary objective will be to build and maintain GIS mapping of Coastline sites. The maps and associated terriers will provide a clear record of responsibilities and support Coastline in effectively managing its homes and communal areas.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Collect, input and maintain spatial and non-spatial data using GIS software (currently ArcGIS)
2. Create high quality digital maps for colleague, contractor and customer use
3. Lead in development of GIS terriers, databases and metadata
4. Deliver and support others with field data collection (surveying and measuring)
5. Review and update new and existing tenancy plans
6. Provide estimates and site measurements for pricing of works
7. Ensure data accuracy, consistency and compliance with Coastline's standards
8. Any other duties commensurate with the grade of the role

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
Put our customers first

	<p>Be open, honest and accountable Value each other Strive to be the best</p> <ul style="list-style-type: none"> • Good standard of education, with minimum of 5 GCSEs Grade C or above • Strong attention to detail and data accuracy • Analytical and problem-solving skills • Effective communication skills • Ability to manage a range of complex tasks and deadlines with minimal supervision • Has access to a vehicle, a full driving licence and a satisfactory basic DBS check; • Ability to carry out land surveys • Familiarity with remote sensing, CAD or mapping tools • Knowledge of database systems • Land surveying
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General Obligations – For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

You will report to the Asset and Facilities Manager and nominated colleagues for specific projects or assignments.

CONTACTS

Internal

- Property Investment and Compliance colleagues
- Housing colleagues
- Finance colleagues
- Development colleagues
- Senior managers

External

- Cornwall Council
- Land Registry
- Contractors
- Legal advisors

