



UPPER OUSE WATER MANAGEMENT BOARD

Job Description GIS Technician	
Job title:	GIS Technician
Team/Section:	Chief Executive's Team
Department:	Administration
Location:	Stewartby, Bedfordshire
Responsible to:	Area Manager (Bedford)
Responsible for:	No line management responsibilities
Grade/Salary:	£28,000 to £35,000 (dependent upon Qualifications and Experience)
Employer:	Upper Ouse Water Management Board
Effective date:	ASAP

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards ("IDBs") who share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

The **Upper Ouse Water Management Board** is a newly constituted IDB (order made January 2026, effective April 2026) further to the amalgamation of three pre-existing Boards who have worked together since 2001 from their shared base in Stewartby, Bedfordshire. Further to several successful years of partnership working, the Board is in the process of joining the Water Management Alliance (WMA) in 2026.

Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

Job Purpose- As a GIS Technician, you will play a vital role in supporting the delivery of the Board's objectives. You will be responsible for the precise management and storage of spatial data, ensuring that information flows seamlessly between teams to aid the effective running of the Board.

Working closely with Operational and Technical (Catchment) Services, you will be the point of contact for geographical information, helping to translate complex data into actionable insights for flood risk and land drainage management.

Principal Accountabilities

GIS work

- Digitise rating polygons, IDB assets, drainage infrastructure, planning applications and other information.
- Link spatial data to underlying relational databases, including job cards for maintenance works.
- Support the maintenance of an electronic copy of all geographical/spatial Information for each Member Board in the Alliance and ensure accuracy by liaising with internal and external customers.
- Manage the online mapping system using ESRI ArcGIS Online, enabling dynamic mobile working.
- Support and maintenance of the integrated mapping in various procedures.
- Support and development of the evolving mobile GIS systems.

IT and Communications

- Support the development of internal information resources and networks.
- Upload modified policies, data sets, geographical information and other documents to the group's intranet and extranet, as instructed by the Area Manager. Support the publicising and marketing of this service, to internal customers.
- Write reports, publications, and website content. This includes the development of dynamic forms.
- Support the day-to-day management of enquiries received via the group mailbox as directed.

Data Protection & Data Requests

- Support the carrying out of periodic audits, the maintenance of appropriate records and liaise with the external ISO auditor to assist with compliance with the ISO 9001 quality standard.
- Provide information requested in accordance with the Freedom of Information Act 2000, GDPR and the Data Protection Act 2018, as directed by the ICT Manager.
- Support the management of data enquiries and data requests from third parties and public authorities such as DEFRA, EA, NE, or any other Risk Management Authority. Supply electronic information that is requested, as directed.
- Help ensure that all ICT systems, paper records, deeds, agreements, and sundry contracts are secure (including archived information).

Information Management

- Support and maintain the integrity and use of electronic and paper-based records used by the group, in accordance with the Data Protection Act 2018. Liaising with internal customers within the Departments.
- Ensure that all software and maps used by the group are legitimate and fully comply with the terms of the licences and FAST (Federation Against Software Theft).
- Support the maintenance of the Hardware and Software Register to ensure it is kept up to date.
- The principal accountabilities outlined above are not exhaustive and you may be asked to undertake any other duties that may reasonably be required by the Manager.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> A minimum of 5 GSCE's (or equivalent qualifications) at Grade C or above including maths and English subjects. 	<ul style="list-style-type: none"> At least 1 'A' Level qualification ideally in a relevant subject area such as Geography, Maths or Computing.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience working with geospatial/relational databases, Intranets/Extranets and office-based software. Experience managing data for a professional organisation. 	<ul style="list-style-type: none"> Experience working in the Water Industry and/or Public Sector.
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Ability to read and work with digital/paper maps and geospatial data. Ability to use databases and geospatial databases, for example, Microsoft Access, AutoCAD, and Arc-GIS Pro. Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure. Well-developed written and spoken communication skills (including report and letter writing, interpersonal communication diplomacy and negotiation skills). A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping. Ability to competently use computer software such as Microsoft packages (Access, Excel, Word, Outlook and Internet Explorer). A full and valid UK driving licence. 	<ul style="list-style-type: none"> A knowledge of Python or Java script. An understanding of Ordnance Survey mapping products available to and used by Public Authorities including Risk Management Authorities. A general understanding of hydrology and river catchments. A general knowledge of Internal Drainage Board's and the work of the Water Management Alliance group.

Other Job Information (e.g. any special factors or constraints)
<ul style="list-style-type: none"> You must be physically fit to walk around watercourse and drainage catchments often in inclement weather conditions. Such areas are potentially difficult to access, dirty, remote and/or subject to dense vegetation.

- On occasion the post holder will be expected to work outside of 'normal' office hours to represent the Water Management Alliance and its member Boards at public meetings, events and committees.
- All work performed/duties undertaken must be carried out in accordance with relevant Water Management Alliance, Board and Departmental policies and procedures, within legislation, and with regard to the needs of our customers.
- Work within the public and Flood and Water Management sectors can involve dealing with new and emerging legislation. As such further duties or refinements of current workload may alter the remit of this role to meet the impact of new work areas in the organisation and/or relevant member Board's. This highlights the importance of the post holder in being an effective advocate for this service area and having a good insight into the wider remits of the organisation.
- You will be required to actively consider the impact of your working arrangements on the organisation's carbon footprint. Post holders should regularly review the necessity of printing hard copies of electronic documents and seek alternatives to work related travel where it is not essential and work objectives can be met by other means such as video conferencing.

Declaration and acknowledgement

I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role. Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.

Name:	Phillip Lovesey
Position:	Area Manager (UOWMB)
Date:	05/05/2026