

Geographic Systems Administrative Assistant

Department: Infrastructure and Environment
Section: Jersey Property Holdings
Reports to: Geospatial Data and Systems Manager
JE Ref: IE1171

Grade: CS06

JE Date: 14/07/2025

Job purpose

To administer and maintain the Government of Jersey's Geographic System, which contains the address and location database called Jersey Land and Property Index (JLPI), in a timely and accurate manner.

To provide a first point of contact to all JLPI stakeholders, both internal and external, as JLPI is used across Government, Parishes, Utilities and private organisations.

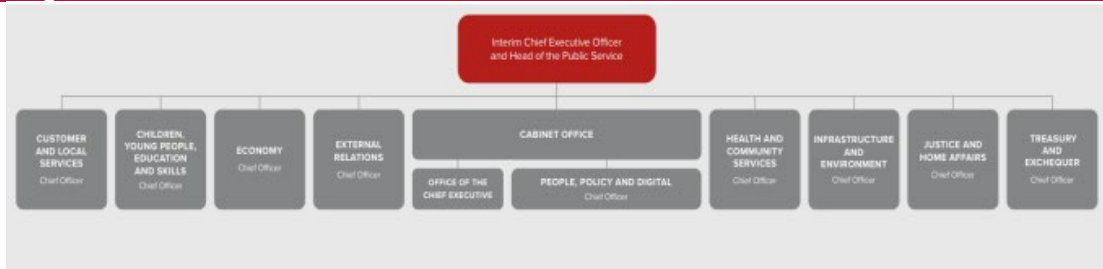
Job specific outcomes

1. Administer and input into JLPI database, using the Jersey version of the British Standard 6777, from administrative sources to maintain accurate address and location data.
2. Investigate and validate addresses from members of the public, organisations and departments queries, following standard processes, to maintain JLPI database.
3. Occasional visits to sites to confirm the location and address of a property.
4. Monitor JLPI data quality dashboards to correct data in JLPI database.
5. Compile and distribute reports to internal and external stakeholders for the purpose of sharing and communicating accurate information.
6. Maintain an awareness of other teams and services, building positive relationships with them to help provide a collaborative service. This includes proactively reviewing relevant or new systems and processes that could be potential sources to update JLPI database.
7. Respond to questions and data requests from members of the public, organisations and departments providing a customer focused service.
8. Raise IT tickets to report any technical issues that need to be resolved.

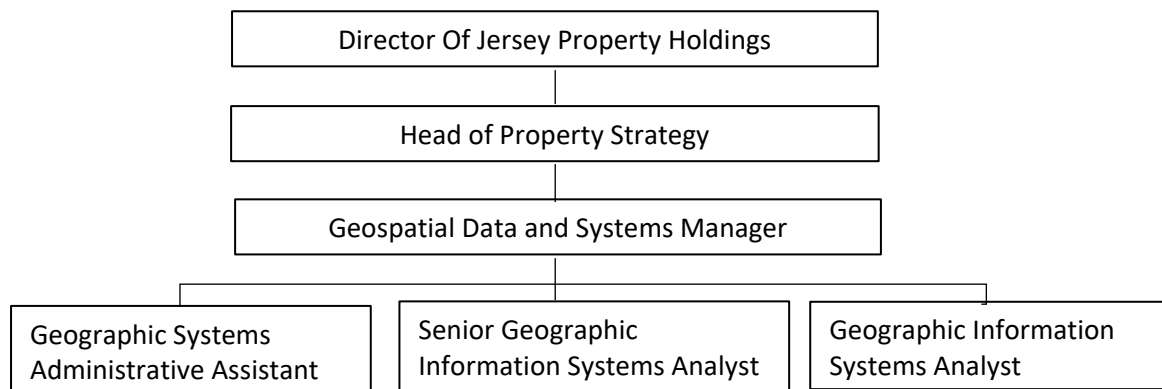
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to A level standard or equivalent experience.	
Knowledge	<p>Experience of supporting in a business administrative capacity.</p> <p>Knowledge of operating across a number of systems and adjusting specialist systems.</p> <p>Understanding of governance and best practice requirements.</p>	<p>Knowledge of a system that uses address or location information.</p> <p>Knowledge of planning and building processes.</p>
Technical / Work-based Skills	<p>Have used computer systems to enter data and retrieve data.</p> <p>Proficient in using computer applications e.g. Microsoft Office such as Excel, Word, and Outlook for managing tasks and communications</p> <p>Attention to detail and ability to record information accurately with minimum supervision</p> <p>Strong communication skills required, for the purpose of giving and receiving information, but frequent contact with others is also required.</p>	

General Skills/Attributes	<ul style="list-style-type: none"> • Able to accurately record information and data • Ability to manage own workload within agreed timelines and escalate where issues arise. • Apply a granular level of curiosity (e.g. identify mismatching fields). • Work collaboratively with others. • Effectively engage and communicate with stakeholders and colleagues. 	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	<ul style="list-style-type: none"> • Practical relevant work experience in the provision of broad administrative support within a complex business model. • Ability to manage a varied workload. • In depth understanding of administrative methods that have been learned through direct job experience. 	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.