



Digital Services Manager

We are looking to appoint a permanent Digital Services team lead to work within Portsmouth Waters Investments department. You will be providing a key role in the delivery of new projects and an essential part of the team helping to maintain and replace assets across the Portsmouth Water supply area. Reporting to and supported by the Asset Delivery Manager, you will provide a high level of customer service to internal departments, developers and contractors.

The key responsibilities for this job will be:

- Support and supervise GIS Technicians in the day to day running of the Digital Services team.
- Manage demand on the team to ensure that business priorities are met.
- Interpret and capture information, attribute and compile digital data to defined specifications, ensuring drawings are appropriate, checked and meet the expected levels of technical quality.
- Update and maintain geo-databases and other asset systems, investigate and resolve of issues, liaising, with internal stakeholders when required.
- Maintain the integrity of the Geographic Information Systems, managing the data, supply and distribution of all information in support of Portsmouth Waters needs and objectives.
- Develop knowledge of trends and developments in the geographic information systems field and attend external user groups including other water companies.
- Complete quality checks to ensure that attributed information is accurate and recommend changes to improve data quality if needed.
- Update of network records and asset databases, using Geographic Information Systems and other corporate databases.
- Manage and complete monthly reports on the Digital Services budget, issue Purchase Orders and process Invoices to external partners.
- Assist in the development of a digitisation process to transfer paper records onto digital platforms.
- Continuous improvement of the delivery support processes.
- Support the Investments and Network teams in the production of site and network plans for internal and external stakeholders.
- Provide support in preparing data for project teams from initial stages through to completion, liaising with project teams and third parties to resolve issues.

Personal Specification:

- Self-motivated with the ability to work efficiently, accurately and methodically along with a good attention to detail.
- Ideally will have a recognised supervisory qualification, or able to give a commitment to obtain such a qualification.
- Good communication, verbal, written and numerate skills.
- A pro active approach to Health and Safety and work at all times in line with our values of excellence, respect and integrity.
- Passionate about career development within the water industry and delivering excellent customer service
- A driving licence would be desirable. You will be required to take a driving assessment.

Development:

- Willing to develop skills in the areas of GIS and/or AutoCAD along with other specialist databases.

£35,961 to £40,209 (Grade 7)

Company pension scheme

24-28 days annual leave

Professional support and development

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If applying externally please include your CV and salary expectations.

Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 6 JANUARY 2023