



ROLE PROFILE

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| Position | Digital Transformation and Data Officer - Coastal | |
| Contribution to Council Strategy | To work as a member of the Coastal Partners team providing an effective and co-ordinated service to the Council and partner authorities that reduces the risks to people and the developed and natural environment from flooding and coastal erosion by encouraging the provision of technically, environmentally, and economically sound and sustainable defence measures | |
| Grade I | Coastal Service | April 2026 |
| Your role delivers: | <ul style="list-style-type: none"> • Digital and Data Organisational change, leveraging technology, data analytics, and artificial intelligence to optimise business processes, enhance user experiences, and foster innovation for the Coastal Partnership: Havant Borough Council (HBC), Gosport Borough Council (GBC), Fareham Borough Council (FBC), Portsmouth City Council (PCC), and Chichester District Council (CDC). • Bridge the gap between technology and business strategy, managing digital tools, training staff, and ensuring compliance with data governance. • Digital Change Project Leadership for Data i.e.: Asset Management, GIS, CP Financial and project management integration. Working with consultants to secure right products and service contracts. • Management of all data including GIS across multiple platforms, data storage, database development and management, technical data analysis, interpretation of data, mapping and creating end user products. • Be the interface between Coastal Partner Service requirement and partner authorities' corporate IT standard and provision. • Remote sensing interfaces (i.e. drone outputs / satellite data etc). | |
| You have these essential criteria for the role: | <ul style="list-style-type: none"> • A degree and / or a related industry recognised qualification and / or equivalent extensive experience in a relevant role. | |



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| | <ul style="list-style-type: none">• Extensive skills and experience in the use of IT applications and Data including GIS.• Experience of overseeing organisational data management and business processes• Experience of delivering organisational change and strategy in relation to data management, analysis, and use.• Ability to solve complex issues with the use of data.• Ability to identify and deliver new project opportunities.• Ability to work closely with a wide range of people at various levels and to work corporately across organisational boundaries.• Ability to work collaboratively, diplomatic, and confident in all contacts.• Political awareness.• Highly effective and engaging written and verbal communication skills.• Excellent numeracy and analytical skills with the ability to see the broader picture, draw conclusions and develop recommendations.• Able to work to demanding deadlines and solve problems.• A demonstrable high level of ability to achieve programmed objectives and targets within agreed time scales.• Ability to organise and prioritise a wide range of tasks with conflicting pressures for completion.• Ability to travel between sites.• Positive and enthusiastic with a can-do attitude. |
| You may also have these desirable criteria for the role: | <ul style="list-style-type: none">• A post-graduate degree.• Membership of a related professional association.• Experience of collaborative working within a multi - disciplinary team• Experience of working in the environmental and place-based space• Knowledge of the structure of local government. |



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| <p>Your role manages:</p> | <ul style="list-style-type: none"> • Organisation and management of data for the partnership, including and storage solutions and approach in alignment with IT policy. • Digital transformation and management projects and governance. • Lead and deliver data and analytical work packages across the partnership. • GIS programme management across multiple software types. • AI, future proofing CP equipment and working practices. • Hardware, software licensing and agreements and liaison with Corporate IT. • Automating complex processes to streamline task delivery using data. • Working across a complex political space, within processes and priorities across five partners. • Working efficiently to save and protect Local Authority expenditure and funding. |
| <p>Your role impacts:</p> | <ul style="list-style-type: none"> • Our response to manage flood and erosion risk. • Our communities and the public. • Our natural environment and the coast. |
| <p>Your role connects you with:</p> | <ul style="list-style-type: none"> • Our communities. The public. Our Partners and stakeholders. • The natural environment and place keeping. |
| <p>Success in the role means:</p> | <ul style="list-style-type: none"> • Contribute to an efficient and effective coastal management service for our communities. • To deliver high quality outcomes. • Delivering high quality customer satisfaction. |
| <p>Your role regularly includes:</p> | <ul style="list-style-type: none"> • Responsibility for Geospatial Data Management: Maintaining, updating, and ensuring the integrity of CP datasets. Archiving and disposal of retired datasets. • System Administration: Deploying and managing data infrastructure, including security updates and patches to CP standalone laptops and digital hardware. |



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| | <ul style="list-style-type: none"> • Spatial Analysis & Reporting: Developing automated tools, complex mapping products, and web apps so wider Teams can deliver their projects and services, comms and engagement using these tools and platforms with confidence. • Technical Support: Providing expertise in data/asset/database issues. Coding widgets and quick fixes to solve team data problems. • AI/ML: Support services to understand capabilities of CoPilot, how this could be applied to the services to drive efficiencies. Provide training and guidance to enable this. • Creating online collaborative workspaces and story maps for projects including questionnaires and innovative stakeholder engagement tools etc. • Managing GIS & Data requests and services for all CP Teams. Providing digital transformation when required to satisfy these requests. • |
| <p>Your key inputs into the role are:</p> | <ul style="list-style-type: none"> • Represent the Coastal Partnership in a positive manner and act as a corporate ambassador and advocate. • Approve / signpost and process other documents in accordance with any delegation scheme issued by Directors. • Undertake any other duties as required which are commensurate with the level and nature of the post. It is the nature of the work that responsibilities can be varied, and all staff are therefore expected to work flexibly as required to deliver financial assurance within the Coastal Partnership. • Understanding organisational policy, strategy and operational systems for the effective running and continual improvement of Coastal Partners. • Applying and supporting Vision, Mission & Values of Coastal Partners within the designated Service Area. |
| <p>Your role occasionally includes:</p> | <ul style="list-style-type: none"> • Undertake responsibilities or specific roles in the event of a civil emergency. • It is in the nature of the work of Havant Borough Council and the partnership that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, |



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| | <p>expected to work in a flexible way when the occasion arises those tasks which are not specifically covered in their role profile must be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will be commensurate with the duties and responsibilities of the role.</p> <ul style="list-style-type: none"> • Where appropriate and commensurate with level of qualification and experience supervise staff assisting with projects and where required assist with the recruitment of staff. |
| All members of staff are required to: | <ul style="list-style-type: none"> • Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post. • Be responsible for making themselves familiar with the council's Safeguarding Policy and raising any concerns that they have with their line manager, safeguarding lead, and the relevant external agencies. • Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities, or tasks relevant to the post. • Contribute to Risk Management, including Financial Management practices within the remit of the post. • Comply fully with the Data Protection Legislation. • To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role. • To contribute to a work environment in which everyone is treated with dignity, respect, courtesy, and fairness and where all employee behaviour is in line with the Council's values. |
| DBS Check | Not a requirement of the role |
| Travel | Full UK Driving Licence required for this role - Essential User Rate |



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| Politically Restricted Post | This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990 |
| Statutory Post | This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972 |
| Havant Borough Council is a Category 1 Responder under the Civil Contingencies Act 2004. All employees of the Authority will be expected to support any necessary actions required during an emergency response. | |