Historic Environment ICT & GIS Consultant

Exegesis Team, Idox Geospatial

Home based, UK

About the role

If you have excellent IT, GIS and data management skills and a background in archaeology, historic buildings, conservation, digital heritage, or similar, then this might be the rare opportunity you have been looking for.

This is a chance to join the Exegesis team within Idox Geospatial, working specifically with our HBSMR product suite (Historic Buildings, Sites & Monuments Records), and other related projects and initiatives such as the Local Heritage List Platform.

HBSMR is the UK's leading database & GIS application for the management of Historic Environment Records. As a Historic Environment ICT & GIS Consultant you will undertake a wide range of activities enabling our customers to make effective use of our applications, and you will be actively involved in the development and success of the products. We are looking for consultants who have a suitable range of skills that will fit with the wide range of projects that we deliver.

Idox aims to recruit talented and enthusiastic individuals and prefers to evolve positions around each person's strengths and interests. All staff enjoy a high degree of autonomy, and commitment and enthusiasm are highly valued. The role is home-based but will require some travel to meet with clients and colleagues.

Key Responsibilities

The range of activities in the role can be shaped to your skill set, but generally includes:

- Undertaking software installations and upgrades remotely or at client sites across the UK and on Idox application servers
- On-boarding new organisations, including undertaking data migrations from a variety of formats and platforms
- Developing and delivering training courses both online and in person, including sessions from our training suite and at client premises
- Providing technical support and advice to clients via phone, email, Teams and similar
- Developing custom components and configurations for clients (e.g. custom tables/forms/report/macros/web pages)
- Working with Marketing colleagues, communicating with existing and potential customers at conferences, on social media, and by other channels
- Maintaining an awareness of relevant policy and good practice
- Sales activities, including giving demonstrations, drafting quotations and tender submissions, and ensuring proposals are deliverable and meet customer needs
- Maintaining administrative records relating to our work and our customers
- Testing new software developments and updating product documentation
- Contributing to the product strategy and roadmap.

Don't worry, we don't expect any one person to cover all bases, but as a member of a small team you will certainly have a wide brief and can expect to be actively participating in many of these activities.

Idox. Do more.

To be successful, you should bring:

- Good IT skills, including databases and GIS
- Expertise in historic environment data management and analysis, probably with graduate and post-graduate qualifications in Archaeology or other relevant disciplines
- A positive, problem-solving attitude, and enjoyment in helping others get the best from IT systems
- Excellent written and verbal communication skills
- Self-motivation, organisation and the capability to plan and manage project delivery
- A driving licence

And at least 4 of the following:

- Advanced database skills e.g. with SQL Server, MS Access, MySQL, PostgreSQL etc
- Data manipulation skills, and familiarity with xml, json, csv, html
- Web site management skills, and familiarity with css, html.
- Advanced GIS use, configuration and analysis experience, using at least two of ArcGIS, MapInfo, QGIS.
- Scripting and/or programming skills, e.g. VB/VBA, Python, JavaScript, C#, PHP, Perl.
- Project management experience.
- Experience of working in a Historic Environment Record.

About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments. Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ over 700 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

Our Values

Dynamism
We shape our future

Responsibility
We are accountable for our actions

Integrity
We do the right thing

Valued
We value each other

Excellence
We set the benchmark for quality

DRIVE
The core values taking us forward

Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

Our Benefits

 Flex to Fit

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.

Family Friendly

We understand how important family is to our employee and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.

Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.

Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.

Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.

Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experienced colleagues and you will also have access to online and face to face learning modules including our Leadership Development Programme.

Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our Pension Scheme operates on a Salary Exchange Contribution Basis so you will receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

How to apply

Please submit a CV and a short cover letter (maximum 500 words - including salary expectation, and current remuneration) explaining why you feel you would be suited to this role to join.us@idoxgroup.com

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: https://www.idoxgroup.com/policies