



WHO WE ARE

Buccleuch is a diverse and innovative business with a passion for sustainable land use in rural Britain. People are at the heart of Buccleuch, in particular, colleagues, tenants, customers and visitors. Our commercial enterprises, including leisure & hospitality, agriculture, forestry, energy, rural estates and commercial property, provide approximately 500 jobs in local communities.

Our rural estates property team incorporates the building services, GIS, architect, estate database development and fencing teams, and has a wide range of responsibilities including managing Estate residential properties and farm tenancies, as well as commercial activities such as mast sites and wayleave negotiations.

For more information about us, and what we do, look at our website here:

www.buccleuch.com

OUR VALUES



- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

WORKING FOR US

Shepherd, Lettings Agent, GIS Technician, Gardener, App Developer, Joiner, Wildlife Ranger, Barista, Forester, Surveyor, Retail Assistant, House Guide, Project Manager, Finance Assistant, Fencer, Site Engineer...

Just some of the many and varied roles people carry out at Buccleuch and chances are, you won't have worked anywhere like it before. Whether you're based on one of our stunning rural estates or in our centrally located modern Edinburgh office, if you join us, you can expect to be busy and challenged, but you'll never find it dull. Colleagues are encouraged to use their initiative and many have had the opportunity to develop their roles. We're particularly committed to safety and wellbeing and we think this is a great place to work.

In our last People Survey colleagues reported that they are proud to work for Buccleuch, they understand what is expected of them and feel that their team environment is supportive. Here's what some of our colleagues had to say:

"Buccleuch is unique but it's the people that really make it"

"I'm very proud to work for Buccleuch and feel very much part of an amazing team"

"A thoroughly enjoyable place to work"

"The company has really demonstrated commitment to everyone's wellbeing"

"Progressive and always looking to improve ways of working"

"The mansion houses and grounds are so beautiful and it's interesting to work with a family whose roots trace back to King Charles II and beyond"



THE ROLE

Role title	GIS Technician	Perm/temp	Permanent
Location	Dalkeith Country Park or Border Estate, Selkirk	Hours per week	37.5 (part-time can be considered)
Start date	ASAP	Manager's role	GIS Manager

In this exciting and varied role you will be involved in the maintenance of Buccleuch Spatial Data which is crucial in contributing to strategic planning and the efficient day to day running of our Estates. The successful candidate, working closely with the GIS Manager, will provide mapping and data for Buccleuch colleagues. We welcome applications from candidates based near Edinburgh or in The Borders as this role could be based from Dalkeith Country Park or our Selkirk Estate.

We are happy to consider part-time or full-time hours to accommodate students or those with other commitments. The role will be office based during the first three months and thereafter home working (for up to two days per week or 40% of the working week for part-time hours) can be agreed.

The successful candidate will be responsible for:

- Maintaining accurate and up to date spatial data and information using QGIS open source application
- Maintaining spatial datasets served via our Web Mapping system groundMapper.
- Developing plans to the standard required by Registers of Scotland or Land Registry
- Responding to mapping requests from colleagues.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.

Salary & benefits

Salary range (dependent on experience)*	£22,000 - £28,000
Employer pension contribution (subject to you contributing 5.5%)	3.5%
Annual leave (inclusive of public and statutory holidays)*	30 days
Life assurance	2.5 times basic annual salary
Other	Private health cover

*Salary and holidays will be pro-rata for part time hours

Holidays increase by one day for five years' continuous employment (up to a maximum of 5 additional days) and we offer the opportunity to join a holiday purchase scheme (after one year's employment) along with pension and cycle to work salary exchange schemes.

THE PERSON

We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

Essential skills

- Able to demonstrate excellent IT skills, including Microsoft Office, Excel and Outlook
- Strong written and verbal communication skills
- Proven organisation skills with the ability to prioritise workload and meet challenging deadlines
- Comfortable with analysing large volumes of data and statistics

Personal traits & behaviours

- A can-do attitude and willingness to provide support and assistance to colleagues
- A methodical approach to work with a high degree of accuracy and attention to detail
- Able to work independently as well as part of a team
- Able to analyse, evaluate and develop effective solutions to problems

We are looking for candidates who have these qualifications and experience:

Qualifications and/or professional membership

Essential

- Current drivers licence

Desirable

- A degree level (or equivalent) qualification in Geographical Information Science or equivalent

Experience/Knowledge

Essential

- Experience of using QGIS to edit, analyse and create maps/plans

Desirable

- Knowledge of the principles of database administration & development
- Knowledge of Python used for manipulation of geospatial data
- Proven experience of working with large volumes of data
- Experienced in the use of FME

Due to the rural location of our Estates a drivers licence and access to your own transport is essential



ROLE SPECIFICS

On a day-to-day basis, our GIS Technician will:

- Liaise with Estate property teams to gather data
- Be responsible for digitising feature sets, such as property boundaries and infrastructure, using a variety of archives, paper based and electronic records
- Maintain and improve GIS for all Estates, including the following specific feature sets:
 - Let farm boundaries & steading buildings
 - Leased residential and commercial buildings and property boundaries
 - Boundaries of areas currently farmed in-hand
 - Boundaries of drives currently used for both in-hand and let sport shooting
 - Estate boundaries and easements/servitudes, etc. for land registration
- Provide support services for our Estate teams using GroundMapper
- Produce plans to accompany legal documents such as Sales and Leases
- Produce plans for other Estate colleagues as part of small-scale projects
- Assist with further development of the Buccleuch GIS
- Travel between the Estates as required

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Buccleuch is a safe place to work and visit, reporting any concerns to a relevant manager or a member of the safety team
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role

APPLYING FOR THE ROLE

Sound interesting? If you haven't already applied and think you have the right skills, attitude and experience to join our team, we want to hear from you! To apply, simply email your CV and a covering letter to our recruitment team at recruitment@buccleuch.com. If you would like to work part-time hours please include details of your preferred working hours and availability.

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at recruitment@buccleuch.com