

# POSITION DESCRIPTION



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**POSITION TITLE:** Geographical Information System (GIS) Officer  
**CLASSIFICATION:** Band 6  
**UNIT / DIVISION:** Assets / Infrastructure Services

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*  
.....  
*Print Name*

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## **POSITION OBJECTIVES**

The GIS Officer will develop and manage Council's GIS, provide GIS and assets services to the Council, and act as the initial contact for GIS errors.

## **KEY RESPONSIBILITIES**

- Responsible for day-to-day administration/configuration of GIS software and associated corporate data (including the core 'VicMap' data sets, cadastral, property and planning data) and the planning for updates
- Assist with maintenance of Council's asset register and the development of the asset management framework
- Resolution of GIS/spatial systems technical and development problems
- Provide support and training to GIS end-users around data, application issues, mapping and reporting requests
- Assist other members of the strategic assets team in supporting business service managers to develop their asset knowledge and plans
- Coordinate GIS related committees and participate in relevant industry forums and groups
- Assist in the development of links between Council's GIS/ Assets and other Council databases
- Assist with the development of GIS and assets related strategies, policies and procedures
- Engage in asset investigations and provide recommendations to senior staff
- Report any issues or potential improvements for the GIS and assets systems or procedures and implement where approved

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Strategic Assets Coordinator

Supervises/Manages/Coordinates: Nil

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Internal Liaisons:                      General Manager Infrastructure Services  
   Assets Manager  
   Business Integration Manager  
   All staff

External Liaisons:                      Contractors  
   System vendors  
   Public authorities  
   Members of the public

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide specialist advice to internal and external stakeholders within Council guidelines
- Provide support within area of expertise
- Have formal input into policy development within area of expertise
- Act within set objectives, budgets and refer to manager for any decisions on any matter which could have an effect on Council Policy, projects and budget

### **JUDGEMENT AND DECISION MAKING**

- Make decisions based on specialist knowledge and skills and knowledge of department goals and objectives
- Use previously acquired experience and specialist knowledge to solve problems
- Guidance and advice is usually available

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Excellent understanding of technology, procedures and processes relevant to the unit
- Ability to interpret regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and of relevant policies of the unit and wider organisation
- Proficiency in the use of electronic hardware and software, and the ability to learn new software/systems

### **MANAGEMENT SKILLS**

- Manage time, set priorities, plan and organise one's own work and that of other employees to efficiently achieve specific and set objectives within a set timetable
- Provide guidance and leadership to staff of lesser experience
- Ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development
- Asset Management involves all areas of Council including those that plan services, provide services, manage assets, and manage financial functions. Asset management is a key element of Council's integrated planning.

### **INTERPERSONAL SKILLS**

- High level written and verbal communication skills
- Conduct research and write reports in field of expertise
- Ability to gain cooperation and assistance from internal and external stakeholders
- Ability to liaise with counterparts to discuss specialist matters and where appropriate with employees in other functions to resolve intra-organisational problems
- Discretion and confidentiality are used whilst performing assigned duties

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### **QUALIFICATIONS AND EXPERIENCE**

#### **Mandatory**

- Degree or diploma in Spatial Science or extensive experience in GIS
- Sound knowledge of GIS
- Proven skills and knowledge in data administration concept and processes
- Valid driver's licence

#### **Desirable**

- Structured Query Language (SQL) experience
- Spectrum Spatial Analyst experience
- Degree or diploma in Asset Management
- Local Government experience and knowledge of the current issues in Local Government in Victoria

#### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Demonstrated ability to investigate issues and prepare clear and concise technical reports
3. Demonstrated experience in the use of GIS and associated software and hardware (for example, MapInfo Professional, SQL, Spatial Spectrum Analyst, Mapbasic, Konnect etc)
4. Ability to effectively handle change management issues relating to GIS systems development and implementation

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights.