

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title: Geographic Information Systems (GIS) Officer

Position Number:

Department and Section: Corporate Services

Band/Level: Local Government (State) Award : Band 3 Level 1 Grade 12

Reports to: Information Services Manager

Direct reports: Nil

Indirect reports: Nil

Basis of Employment: Permanent, Full time, 35 hours per week

Location: Moree

Additional Benefits: Superannuation Guarantee
Ability to Salary Sacrifice
PPE Provided or Uniform Allowance
Rostered Day Off

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

- Provide GIS and associated technology support services to council departments and ensure that data integrity is always maintained.
- Provide a high-level service to manage and administer council's GIS.
- Liaise with council departments regarding the provision, maintenance and analysis of spatial information.
- Assist in strategic planning and development of information platforms which are dependent on GIS, to enable more efficient service delivery by council.

ABOUT YOU

- Strong communication skills with the ability to work effectively within a team environment and train and support relevant staff in technical aspects of the role.
- Ability to problem solve, develop solutions for Council and assist in the development of new systems and procedures as relevant to the position.
- Ability to plan, set priorities and organise work, in an environment of change and conflicting demands and work effectively both in a team and independently.

KEY DUTIES AND RESPONSIBILITIES

- Operation of the council's GIS functions, including operational policies and procedures, strategic advice and systems support.
- Manage a GIS helpdesk support function to assist council end users including guidance on integrations, interfaces and specialist user training.
- Create, integrate and maintain GIS data sets and ensure the accuracy and currency of all GIS data.
- Provide support services to all departments in the performance of their work relevant to this position.
- Undertake digital map maintenance and management of open data sets.
- Use existing data sets, and identify new data sets, to improve business processes throughout council.
- Develop user guides for staff and end users in the use of core GIS applications.
- Deliver a high standard of customer service.
- Improve user experience of GIS and encourage its use across departments
- Provide research applicable to the GIS function.
- Provide advice on industry trends and issues.

- General maintenance of GIS equipment and applications.

Accountabilities:

- Providing accurate, effective and customer focused GIS support and management services to meet the needs of the council
- Making recommendations and suggestions for improvements in all GIS services and activities.

ESSENTIAL CRITERIA

- Relevant tertiary qualification in a spatial information related discipline or relevant extensive experience in the implementation of a corporate GIS service.
- Ability to plan, set priorities and organise work, in an environment of change and conflicting demands and work effectively both in a team and independently.
- Positive attitude towards dealing with and solving user problems and the ability to maintain confidentiality, tact and discretion when dealing with people.

Literacy, Numeracy, and Record Keeping:

- Excellent communication skills, both oral and written with the ability to effectively communicate strategies, programs and policies to staff, work in a consultative manner and liaise efficiently with stakeholders.
- Ability to document GIS business processes in a manner that can be understood by both in-house staff and technical support providers.

Technical Skills:

- Previous extensive experience in the development and management of geographic information systems in addition to previous experience using a variety of GIS applications.
- Knowledge and experience in delivering GIS projects designed to enhance organisational capability through strategic application of GIS and its alignment and integration with other software products.
- Experience training staff in the use of GIS applications and the development of training aids to improve end user experience.

Tickets and Licences:

- General Construction and Induction card

Work History Checks:

- Criminal records check

Immunisations required:

- Ability to provide evidence of vaccination/immunisation for COVID-19 and maintain currency of this throughout your period of employment.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisation including COVID-19 vaccination.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Current NSW Class C Drivers Licence

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date:

