POSITION SUMMARY



SPATIAL ANALYST (#379)

Directorate	Corporate Services & Finance
Section	GIS
Classification	Band 3, Level 1, Grade 6
Position Status	Permanent – Full Time
Commencing Salary Range	\$1279.00 to \$1343.74 per week
Reports to	Senior Spatial Analyst
Direct Reports	Nil
Work Location	Civic Centre, 158 Russell Street, Bathurst

Position Purpose

To assist in the maintenance of Council's Geographic Information System (GIS) and provide support and advice to all staff relating to the retrieval of data from spatial databases, and develop, in conjunction with key customers, interfaces and maps to assist in the visualisation of spatial data. Perform analysis work to add value to enhance the provision of service to Council staff and the greater Bathurst Community.

Key Responsibilities

- To assist in the management of the availability of spatial data by ensuring databases are maintained in an efficient, secure and up-to-date environment.
- To assist in the management of the integrity of spatial data by ensuring all databases are backed up according to existing policies and approved work practices.
- To provide support and advice to all staff relating to the retrieval of data from spatial databases, and develop, in conjunction with key customers and IS staff, interfaces and maps to assist in the visualisation of spatial data.
- Backup the Business Analyst in support and maintenance of Council's business applications.
- Assist with spatial software related projects.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

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Selection Criteria

Essential

- Tertiary qualification applicable to GIS or Spatial Analysis.
- Demonstrated experience using, maintaining and supporting mapping software such as MapInfo, QGIS, IntraMaps, ArcGIS.
- Experience in using GIS databases and writing SQL queries.
- Experience in a windows server environment.
- Excellent written and oral communication skills.
- Ability to work effectively as a member of a small committed team.
- Current Class C Driver's Licence.

Desirable

- Ability to create maps that clearly present complex spatial data to non-technical users.
- Experience using scripts or applications such as FME to automate processes or workflows.
- Ability to diagnose (hardware and software) problems.
- Experience with helpdesk software and 2nd level support.
- Experience dealing with public regarding addressing issues.

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 8.30am to 4.45pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10% paid by Council
- Medical including functional, audio and drug and alcohol screening required as part of selection process.

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https://bathurstregionalcouncil.sharepoint.com/sites/HumanResources/Shared Documents/Position Summaries/379 Spatial

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