

# Role Description

## Geospatial Analyst



<b>Title</b>	Geospatial Analyst
<b>Classification/Grade/Band</b>	Band 2 Level 3
<b>Group/Unit/Section</b>	Information Management & Technology / Digital Information Services / Geospatial and Land Information Services
<b>Reports to</b>	Section Manager Geospatial and Land Information Services

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Geospatial Analyst is responsible for delivering high value, innovative and leading geospatial information systems, solutions and services to Council's customers. The section provides the overall management and internal/external provision of geospatial information, systems, services and standards.

The position of Geospatial Analyst is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Assist in the management of the Corporate Geospatial Information Database. This includes data management, importing of new datasets, user configuration, data modelling and quality assurance of corporate datasets;
- Assist in the development of Geospatial applications, including web based and mobile computing where required;
- Provide geospatial business partner services to other Units in Council including but not limited to data capture, data analysis and map production within agreed Service Level Agreements and quality constraints;
- Maintain and develop geospatial layers within Council's GIS ensuring data is accurate, current, consistent and reliable. This includes core geospatial layers (including parcel and administrative) within agreed service levels in council's information systems as a result of subdivisions, consolidations and new plans;
- Prepare and communicate clear project proposals and define scope in measurable terms while supporting compliance with records and information management requirements and corporate project management frameworks;
- Develop methodology and frameworks to ensure geospatial analysis is implemented with quality controls and proven outputs;
- Prepare Business Cases, designs and specifications; undertake enhancements; document operations and procedures as appropriate;
- Research and advise on geospatial products, trends, procedures and standards to assist in the development of council's Geospatial Information System;
- Provide technical support, direction and consultation on geospatial technology to GIS users and multiple levels of non-technical staff;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.



## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Geospatial Analyst is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Geospatial Analyst influences the external environment by ensuring services are consistent with Council standards;
- The Geospatial Analyst complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Identifies requirements as an input to budget development;
- Looks for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

## Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

## Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behavior accordingly;



- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behavior and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

### **Team Work**

- Recognize and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.



## QUALIFICATIONS

### Essential

- Diploma qualification in Geospatial Information Services (GIS), Information Technology or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's Licence.

## EXPERIENCE

### Essential

- Extensive demonstrated experience in geospatial analysis and provision of associated business partner services in a large-scale corporate environment;
- Demonstrated experience in the ESRI suite of products, particularly ArcGIS Desktop (eg but not limited to ArcMap, 3D Analyst, Spatial Analyst, ArcGIS Pro), ArcGIS Server, Image Server, ArcSDE and associated solutions such as Geocortex;
- Proven knowledge of local government geospatial datasets and related legislation, procedures and practices; including but not limited to cadastre, LEP/planning, utilities (water, sewer, drainage), LiDAR, imagery, vegetation/biodiversity, topographic etc;
- Demonstrated experience building models and scripts for automated geoprocessing tasks for a large scale organisation;
- Demonstrated highly developed problem solving and analytical skills;
- Demonstrated high level communication, negotiation and reporting skills;
- Demonstrated high standards of system and user documentation;

### Desirable

- Experience in the development and system administration of geospatial information systems eg Geocortex, ArcSDE, ArcGIS Server;



- Experience in other Geospatial products such as ENVI, Global Mapper, AutoCAD, raster design, TerraExplorer.
- Experience in 3D solutions and technology
- Experience in GPS technology and geoprocessing

### Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organizations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals

