

Position Description

Position title:	Geospatial Officer
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle West
Directorate:	Corporate Services
Reports to:	Geospatial Chapter Lead
Direct reports:	Nil
Salary Point:	SP12
Decision making:	Level 6 Management Hierarchy
Date revised:	January 2023

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Information Technology Service Unit is part of the Corporate Services Directorate and this role reports to the Geospatial Chapter Lead.

What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

The geospatial chapter provides enterprise location intelligence to CN, **helping people to make better decisions using the power of location**. Enabling CN staff, engaging communities and empowering stakeholders by pushing geospatial capabilities to the edge of business and beyond. The geospatial platform is a vital tool that supports and underpins many CN business processes serving as a gateway to corporate information and providing a digital twin of the City.

The Geospatial Officer is responsible for providing accurate and efficient maintenance of CN spatial datasets, geospatial analytics and producing geospatial information products. In doing this they maintain foundation spatial datasets, undertake spatial data analysis, prepare and publish spatial information products and support the receipt and dissemination of spatial data. They work closely with business providing support and training for Geospatial Information Systems (GIS) and expert advice on foundation spatial data and cartography. The Geospatial Officer will also work with data from leading technologies such as remotely piloted aerial systems (RPAS), advanced web mapping, global navigation satellite systems (GNSS) and 3D city/digital twins to provide innovative solutions to customers.

What you will be doing:

- Perform core geospatial services including mapping, data analysis and management of enterprise and business GIS datasets.
- Publish high end cartographic and geospatial information products appropriate to internal and external audiences including web mapping, maps and data extracts.
- Provide expertise in working with a variety of spatial data types, coordinate systems and map projections.
- Interpret, model and analyse spatial information to support business decision making and solve complex problems.
- Promote the broader use of the geospatial platform to support digital transformation and innovation.
- Provide expert technical advice, feedback and education to key users to improve awareness, understanding and functionality of the applications within the GIS.
- Maintain and promote a high level of data integrity and adherence with relevant standards and best practices to ensure the data is available and can be used with confidence.
- Maintain a high level of GIS knowledge through a proactive approach to ongoing professional development.
- Work within agile squads to promote innovative business solutions using geospatial technologies and leverage the geospatial platform.
- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence, and training.

The essentials you'll need:

- Tertiary qualification in Geographic Information Systems or a related qualification, and/or demonstrated capability through past employment experience.
- Demonstrated experience in geospatial information systems, spatial databases and geospatial software applications such as ArcGIS Pro/ Desktop and FME.
- Demonstrated knowledge, experience and competency in spatial and textural data entry, data creation, extraction, query and analysis.
- Excellent interpersonal skills with demonstrated ability to liaise effectively with a wide range of staff and external clients alike.
- Self-starter, autonomous worker that is able to thrive in a team environment.
- Demonstrates the values and behaviours that contribute to a constructive, high-performance culture.

Other valuable skills you may have:

- Experience in web GIS and the creation of web maps and web applications (ArcGIS Online, ArcGIS Portal or other).
- Experience in 3D spatial datasets, editing and an awareness of current industry software, best practices and technical innovation.
- Experience generating high quality cartographic outputs including digital, online and print media.
- Experience in spatial analysis techniques and processes to support business activities.
- Experience working in Agile delivery methodology.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	