



INFORMATION PACKAGE

POSITION VACANT

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) MAPPING OFFICER MATERNITY LEAVE COVER UNTIL JANUARY 2022

REF NO: ESC359

CLOSING DATE: 4.30PM WEDNESDAY 7 OCTOBER 2020

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Thank you for enquiring about this position.

If, after reading the information in this package, you would like further information please contact Michelle Alley on (02) 4474 4769



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

GIS Mapping Officer


Position Code	552 – Fixed Term
Division	Governance & Administrative Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Promote and support the use of spatial information technology throughout the organisation.

Main duties and key result areas (KRA)

1. Respond to requests for mapping information using GIS.
KRA: Mapping is produced within expected timeframes, to customer expectations and requirements and maintains industry standards.
2. Proactively participate in the development of requirements prior to production of mapping and project work.
KRA: Participation is collaborative and engages customers prior to map production to establish baseline requirements.
3. Desk-based data capture and maintenance of information to GIS datasets;
KRA: Information is correctly converted, captured and imported using the appropriate methods to ensure accuracy and use of data.
4. Capturing the location of 'spatial data' such as natural, cultural and physical assets using tools in the field;
KRA: Information is captured correctly using infield collection methods and devices correctly, in line with industry standards. Training is provided to those using such devices to ensure the correct collection of data is also achieved.
5. Promote the use of spatial information within the Council and to wider community.
KRA: Users of GIS/spatial tools are able to access corporate knowledge across the range of Council functions. Increased skills of staff and the community to use full capabilities of systems.
6. Query and assess data to present geographical information in the required format requested by Council or external parties via a valid data agreement;
KRA: Geographical information is presented and produced to meet customer expectations.
7. Provide support and instruction to users of spatial information tools.
KRA: Effective guidance provided to users of GIS and other spatial tools.
8. Assist GIS Administrator in co-ordinating GIS user meetings.
KRA: Meetings are current and effective and are held regularly.
9. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Tertiary qualification in an appropriate discipline and/or extensive relevant experience.
2. Demonstrated experience in the use and maintenance of spatial information systems in a local government environment.
3. Demonstrated experience and ability to assess options, and solve problems and produce detailed accurate work.
4. High level computer literacy, particularly in GIS applications and MS Office applications.
5. High level of oral and written communication skills.
6. Demonstrated experience in working collaboratively in a professional team to achieve quality outcomes.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Background and experience in surveying, spatial information systems or other related area.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE:	Position Vacant
SUPERVISOR:	Michelle Alley – GIS Administrator
DATE:	September 2020

CONDITIONS OF EMPLOYMENT

Position Title:	GIS Mapping Officer
Reference Number:	ESC359
Grading:	Grade 12 of Council's salary system
Salary Range:	<p>In the range of \$1,417.67 to \$1,500.94 gross per week comprised of:</p> <ul style="list-style-type: none"> * \$1,294.68 to \$1,370.72 base salary, * \$122.99 to \$130.22 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	<p>An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.</p>
Hours of Work:	<p>This is a full-time fixed term position to fill a period of maternity leave. Hours of work will be 35 hours per week. The length of the placement is dependent on the returning staff member but is expected to be until January 2022. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

