

POSITION DESCRIPTION

GIS ASSISTANT

POSITION NUMBER	2125
DIRECTORATE	Business and Corporate Services
SECTION	Information Management Technology
REPORTS TO	Team Leader GIS
DIRECT REPORTS	NIL
GRADE	9
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	December 2018
DATE LAST UPDATED	December 2018

1. PURPOSE OF THE POSITION

To support the Geographic Information Systems activities of Council in a proactive and customer focused manner through the development and capture of up-to-date spatial information and provision of spatial systems and mapping output.

2. KEY ACCOUNTABILITIES

- 2.1 Prepare and deliver cartographic output including maps, queries, reports and other spatial information for internal and external customers.
- 2.2 Update and maintain Council's textual and spatial databases.
- 2.3 Provide support to Council's Business Systems Officer in relation to updating property information.
- 2.4 Allocate addresses based on the Australian Standard and NSW Addressing Manual in response to development applications and requests for review from residents.
- 2.5 Maximise the corporate use of GIS by promoting usage benefits, building user confidence and ensuring availability of GIS as a functional tool for all users.
- 2.6 Provide technical expertise, training and support to Council's GIS users.
- 2.7 Maintain an up-to-date knowledge of all products both current and proposed within the spatial information field.
- 2.8 Assist with the capture of additional spatial data layers, including planning and asset related data.
- 2.9 Undertake other relevant tasks as directed by GIS Team Leader, as required.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.



10. SELECTION CRITERIA

Essential

- 10.1 Practical experience in spatial/geographical information systems.
- 10.2 Knowledge and experience of cadastral data, land titling issues and addressing.
- 10.3 Willingness and ability to learn new technology and software.
- 10.4 Excellent written and oral communication skills.
- 10.5 Excellent time management and task prioritisation skills.
- 10.6 Demonstrated commitment to customer service and continuous improvement which results in positive change.

Desirable

- 10.7 Tertiary qualification in a relevant field.
- 10.8 Experience in management of cadastral data, land titling issues and addressing.
- 10.9 Knowledge and awareness of NSW planning legislation procedures and practices.
- 10.10 Practical experience with relational databases and SQL.
- 10.11 Previous experience in Local Government.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

