Position description

NAR Maintenance Officer	
Division:	Corporate Services
Department:	Information Technology
Reports to:	Coordinator GIS and Land Information
Number of direct reports:	Nil
Location:	Yalawanyi Ganya, Taree
Grade:	6
Employment status:	Full-time
Hours of work:	35
Date approved:	10 May 2022

Our Mission

"We deliver benefits for our community in a way that adds value and builds trust".

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

The position sits within the GIS and Land Information section of Council's Information Technology Department and is responsible for providing a range of administrative and data maintenance support functions across the GIS and Land Information Team. The primary focus of this position is to support and enhance the data integrity of the Name and Address Register (NAR) held within Council's Technology One Property & Rating system. NAR information is utilised by all Technology One modules in use within the organisation.

Reporting to the Coordinator GIS and Land Information, the position will also liaise with GIS and Land Information team members to provide a range of administrative support functions. The position will also engage with key stakeholders across the organisation to ensure information change requirements and updates are communicated for action in a central manner.

Key Accountabilities & Duties

- Implement maintenance of Council's Name & Address Register (NAR) in accordance with the prescribed standards and with a focus on avoiding entry duplication and typographical errors within the register.

- Ensure NAR maintenance routines are run frequently in order to safeguard the integrity of Council's electronic document creation and document management systems.

- Ensure all valid name entries held in Council's Name Register have at least one valid Address association.

- Liaise, as needed, with the Land Information Officer, Planning Certificate Officer and GIS team to ensure name and address information changes are correctly transferring into key GIS and Land Information systems.

- Liaise with key stakeholders within the organisation to facilitate the correct use of the various Name and Address association types.

- Regularly analyse NAR audit reports and act on those findings as appropriate.

- Implement education sessions where NAR audit analysis indicates incorrect Name, Address or association use is negatively affecting system integrity.

- Prompt processing of received correspondence including Change of Address notifications.

- Advise other internal Departments of new Name and Address information (e.g. Rates, Environmental Health, Waste, GIS, Governance, and Finance).

- Assist, as appropriate, with the maintenance of Council's Geographic Information Systems and Property & Rating system.

- Act as an internal contact for information held in Council's Name and Address Register.

- Develop and document NAR maintenance procedure guidelines. Ensure such NAR maintenance documentation is kept current.

- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.

- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.

- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Relevant qualification or a willingness to undertake appropriate NAR system training.

2. Demonstrated prior experience using Property and Land Information Systems. Experience with Technology One, Infor Pathway or Civica Authority System would be highly desirable.

3. High attention to detail and dedication to data integrity.

4. Knowledge of and an understanding of relational database principles.

5. Knowledge of and an understanding of Local Government functions and legislative responsibilities.

6. Excellent communication skills with an ability to convey technical information to a variety of stakeholders.

7. Highly developed time management skills and ability to manage competing priorities.

8. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.

9. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.

10. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: http://capability.lgnsw.org.au/?staff-member

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
Personal attributes	Manage Self	Intermediate
	Display Resilience and Courage	**Adept**
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
Relationships	**Communicate and Engage**	**Adept**
	Community and Customer Focus	**Intermediate**
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
Results	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Create and Innovate	Foundational
	Deliver Results	Intermediate
Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	**Adept**
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time, as necessary.

Employee's Signature:	Date:

HR USE ONLY

Is a Working with Children Check required for this position?   Yes ☐   No ☒

Is a criminal record check required for this position? **Yes** ☐ **No** ☒