

Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

<b>Position Title:</b>	Geographic Information Systems (GIS) Officer	<b>Department:</b>	Engineering
<b>Reports to:</b>	Asset Manager		
<b>Subordinate Positions:</b>	Nil		
<b>Classification:</b>	Band 3 Level 1, Grade 12 Step 1 \$1, 269.75 to Grade 12 Step 3 \$1,365.10	<b>Additional Benefits:</b>	Ability to Salary Sacrifice 9.5% Superannuation Rostered Day Off Uniform Allowance
<b>Basis of Employment:</b>	Permanent Full-time 35 hours per week.	<b>Location:</b>	MPSC Administration Office Level 2, 30 Heber Street Moree NSW 2400
<b>Employment Condition:</b>	Local Government (State) Award 2017	<b>Vacancy Ref:</b>	

#### POSITION OBJECTIVE

- To develop and maintain accurate GIS capability for use across Moree Plains Shire Council.
- To provide a range of services relating to the management of the Council's assets.

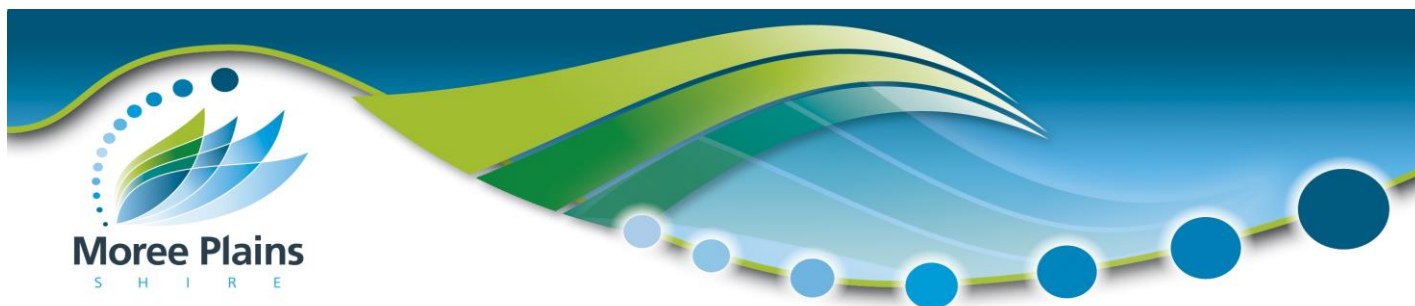
#### OBLIGATIONS TO THE ORGANISATION

You are required to cooperate with Council in order to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993.

#### ACCOUNTABILITIES / DUTIES

Duties shall include but not be limited to:

- Development and review of systems and procedures for collection, coordination and maintenance of GIS data for the Council and ensure all critical processes are documented,
- Creation and maintenance of GIS layers, ensuring that they are accurate and up to date, stored in an efficient and user-friendly manner,



- Analysing and providing technical information from GIS that is accurate and timely to internal and external customer requests.
- Be responsible for the integration of the GIS systems with Council's other systems e.g. Authority, Confirm.
- Regularly updating the GIS with relevant information and data from external sources such as Spatial Services.
- Maintain an awareness of trends and issues arising in GIS to ensure Council's system is comparable with the best practices given the available resources,
- Provide verbal advice, presentations and write technical reports including maps related to GIS matters,
- Provide one-on-one training to staff to allow their effective use of the GIS system,
- Coordinate and monitor the Myroadinfo.com program across Moree Plains Shire Council and the other participating North West Region Councils,
- Provide and monitor the services for rural and urban addressing for Council,
- Process any Dial Before You Dig requests that are received by Council,
- Work closely with the Technical Officers to ensure that the infrastructure assets are spatially represented with suitable links established and maintained to additional information about the assets.
- Assist in maintaining the Council's asset management system including preparing excel spreadsheets and mapping files and updating asset information.
- Analysing and providing technical information, providing accurate and timely responses to questions as needed to satisfy internal and external customer requests.
- Analysing and providing technical information from GIS, providing accurate and timely responses to questions as needed to satisfy internal and external customer requests.
- Undertake administration tasks such as photocopying, printing, answering phones.
- Complete all correspondence and customer requests for your specific job title.
- Contribute towards the goals and strategies outlined in the Council's Integrated Planning and Reporting suite of documents.
- From time to time, undertake other duties as directed.
- Cooperate with the Council to assist the organisation to comply with the obligations under the Workplace Health & Safety Act and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.

## SELECTION CRITERIA

### Essential Criteria

- Tertiary qualifications in Spatial Science, Geographical Information Systems (GIS), surveying or related fields and/or relevant experience in the use of GIS application software.
- Demonstrated proficiency in creating, maintaining and translating GIS data using Mapinfo Professional or other suitable GIS software packages.
- Demonstrated computer literacy with a high level of experience working with Microsoft Excel and SQL.
- Sound written and oral communication skills with the ability to communicate and work alongside various customers across the Council.
- Ability to prioritise work with conflicting time pressures while working independently or in a team.
- Ability to solve problems using own initiative.
- Ability to maintain confidentiality, tact and discretion when dealing with people.
- Hold a WHS General Construction Induction Card.

### Common Criteria

- Understanding of and ability to work under the Council's Policies and procedures including Work Health Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Willingness to commit to further training and development as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-Usi/Pages/default.aspx>).

### Desirable Criteria

- Good overall knowledge of infrastructure assets such as water, sewer, stormwater and transport assets.
- Knowledge of Asset Management Systems, finance systems and their relationship to GIS.
- Certificate IV in Training & Assessing.
- Class C Drivers licence.

### **Please note:**

- *As a new employee of Moree Plains Shire Council (MPSC), you will be required to fully comply with MPSC's drug and alcohol policy and procedures which are currently being implemented. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *All employees of the Council are required to hold a NSW Construction Induction Certificate.*

## AUTHORISATION

**Developed by:**

Kylie Kerr  
**Asset Manager**

**Date: May 2020**

**Authorised by:**

Lester Rodgers  
**General Manager**

**Date: May 2020**