

Position Description

Position Title	Coordinator Geographic Information Systems
Position No	7031
Directorate	Corporate
Department	Information Services
Unit	Geographic Information Systems
Appointment Type	Permanent Full Time
Classification	Band 7
Location	Kyneton- all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	March 2024
Employee – Name	

Position Objective

To coordinate Council's Geographic Information Systems (GIS) to ensure they are meeting the aims and objectives of Council's Digital Strategy and the needs of our staff and key stakeholders.

The Coordinator will act as a specialist providing management, maintenance, integration, development and promotion of the GIS, ensuring that reliable and accurate spatial information is available within Macedon Ranges Shire Council.

Organisational Values

Macedon Ranges Shire Council are committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

Key Responsibilities and Duties

Management & Strategy

- Develop, implement and review policies, standards and procedures applicable to the use of GIS within Council and efficient data sharing with external parties.
- Provide input into the Information Services Digital Strategy regarding mapping and spatial matters.
- Monitor key GIS users to ascertain process improvement requirements and implement the appropriate changes.
- Assist in the development and monitoring of the GIS budget.
- Provide leadership to the GIS Officer in a manner which reflects the values of the Council and which promotes staff participation, productivity and efficiency.
- Measure and meet performance objectives and ensure team members do the same.
- Ensure that the Vicmap data used by Council is valid via Vicmap's change request system.
- Identify, review and implement opportunities for improving service delivery methods and procedures.
- Manage internal GIS related user groups.

- Manage relationships with Government bodies, system vendors and other third party organizations.
- Attend professional group meetings and stay abreast of new trends and innovation in the field of GIS.

Application Administration

- Manage, develop, research, implement and administer the GIS and associated applications within the organization.
- Formulate, develop and manage methods to automate and standardize the provision of information to customers through the use of GIS, including the integration of various Council databases with the GIS.
- Identify problems, issues and risks in the GIS and integrated applications; Coordinate the identification, documentation and communication of solutions.
- Regularly report on the operation and performance of the GIS and provide relevant analysis and advice.
- Plan, review and coordinate the implementation of a new corporate GIS or enhancements to the existing corporate GIS.

Project Management

- Undertake the management of GIS projects and associated applications in accordance with Project Management principals and provide regular progress reports to the Manager Information Services and involved parties.

Support & Training

- Develop, coordinate and deliver a GIS training program available to all Council staff.
- Provide specialist and technical support to Council business units to obtain maximum benefit from the GIS.
- As a member of the Information Services Department you will be required to perform some general IT duties and responsibilities, as requested by the Manager Information Services.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure staff are trained in and follow safe work practices, procedures, instructions and rules at all times.
- Support the return to work plan for any injured worker designated to return to work within the Coordinator's work area
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Promote a culture of risk awareness and risk mitigation in all projects and programs.
- Ensure that identified risks are recorded in Council's 'Risk Register' and actively monitored, and that corrective actions are completed.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policies and Procedures.

Emergency Management and Response

This is one of a number of positions which may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery. The incumbent will, therefore, be required to:

- Participate in the development and implementation of Council's Emergency Response and Recovery Plans.
- Participate in emergency response and recovery training.
- Work with Council's Emergency Management Team to ensure that all essential services across Council are supported in the event of an emergency.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the

records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Manager Information Services
Supervises	Geographic Information Systems Officer
Internal Contacts	All Council staff
External Contacts	State Government Departments Technology Suppliers Consultants and Contractors Other Municipalities User Groups General Public

Accountability and Extent of Authority

- Ability to provide input into the development of policies, standards, procedures and the Digital Strategy.
- Effectively deliver a GIS service ensuring highest quality and standards are maintained to ensure positive perception of the service by both internal staff and the community.
- Develop and deliver a GIS Training Program to ensure the organisation maximises the benefits from GIS.
- Maintaining confidentiality regarding Council information that is private or inappropriate for general release.
- Ability to manage resources is set by policies, objectives and budgets with actions taken having a significant effect on programs, projects or on public perception of the organisation.
- The freedom to act is subject to policies, objectives and budgets with regular reporting to the Manager Information Services to ensure achievement of goals and objectives.

Judgement and Decision Making

- Responsible for setting the direction of GIS within the framework of the Digital Strategy in conjunction with the Manager Information Services.
- Responsible for methods and practices used to deliver GIS services to the organisation particularly where set procedures are not in place.
- Highly developed analytical, investigative and problem solving skills.
- Problems may be complex with solutions requiring creativity and innovation drawing on theory and previous experiences to resolve. This may involve identification and analysis of an unspecified range of options.
- Guidance is not always available within the organisation.

Specialist Knowledge and Skills

- Extensive practical knowledge of GIS and the delivery of corporate GIS services, including GPS technology and integration with other corporate applications.
- Well-developed skills in the use of relational databases, in particular SQL, and the methods and tools used to manage and extract information from such databases
- Extensive experience with QGIS and FME (Feature Manipulation Engine) or another mainstream GIS.
- Ability to analyse business issues, conceptualise requirements and develop specifications.
- Proficient project management skills supported by accepted project management tools and methodologies.
- Ability to apply and interpret cadastral data, particularly in regards to subdivision processes.
- Some knowledge of programming languages used for spatial application development and customisation.
- Ability to use Mobile computing, mobile mapping and data collection equipment and applications.
- Understanding of geographic and cartographic concepts related to spatial analysis, projections and processes.
- Ability to interpret survey and engineering drawings
- Demonstrated analytical and investigative skills in policy formulation.

- Demonstrated practical experience in an information systems environment, including systems analysis, design, integration and implementation.
- Knowledge of the long term goals of the organisation as identified in the Digital Strategy and the Council Plan.
- Knowledge and familiarity of principles and practices of budgeting and financial procedures.

Management Skills

- Ability to develop strategies and set objectives for the GIS.
- Well-developed project management skills to achieve objectives whilst managing organisational constraints and opportunities.
- Ability to operate with a high degree of flexibility to achieve goals within an environment of demanding workloads despite conflicting pressures.
- Ability to evaluate and recommend service providers and resources.
- Ability to manage time, set priorities, achieve objectives and manage deadlines within budgetary constraints and whilst working on several project simultaneously including implementing procedures and evaluating results.

Interpersonal Skills

- Excellent written and verbal communication skills.
- Strongly focused on the provision of customer service, including the ability to work effectively and cooperatively with a diverse range of people with varying skill base.
- Ability to lead project teams and other employees to achieve the objectives of the GIS projects.
- Ability to liaise with counterparts in other organisations to analyse and creatively resolve specialist GIS issues.
- Ability to motivate, develop and train other employees in the use of GIS tools.
- High level of initiative and independence.
- Ability foster a positive team environment.

Qualifications and Experience

- Degree or Diploma in Spatial Sciences or equivalent industry certifications in GIS with several years' relevant experience or lesser formal qualifications with extensive experience..
- Proven project management experience.
- Some experience of strategy/policy development and implementation.
- Experience with local authorities is highly desirable.

Selection Criteria

1. Degree or Diploma in Spatial Sciences or equivalent industry certifications in GIS with several years' relevant experience or lesser formal qualifications with extensive experience..
2. Experience in developing and administering a Corporate GIS, particularly in a Local Government environment.
3. Substantial knowledge and experience with QGIS and FME (Feature Manipulation Engine) or other mainstream GIS.
4. Some Project Management experience and understanding of project management methodologies.
5. Experience with SQL database use, creation, management, interrogation and integration.
6. Demonstrated experience in the delivery of a high level of customer service.
7. Excellent written and verbal communication skills.

Note: Appointment is subject to the successful completion of a National Police check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of

the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.