

POSITION DESCRIPTION

GIS OFFICER

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Manager Customer and Information Services
Position Number:	
Classification:	Grade 4 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To coordinate Council's Geographic Information System (GIS) to provide reliable and up to date spatial information in order to complement decision making at Narrabri Shire Council.

To provide support and training in the GIS to both internal and external clientele and to advise and support the integrated development of assets management and information systems relative to GIS functionality.

Key Responsibilities

Operational

- Undertake data management functions that ensure that Council's spatial datasets, in particular land and property, asset and environmental are accurate and can be used with confidence to support business decision making.
- Produce spatial products including maps, map layers, visualisations and other representations that are meaningful and useful to the business to support decision making.
- Maintain an awareness of trends and issues arising in the spatial sector to ensure Council's system is comparable with current best practice, given the available resources.
- Maintain an understanding of Council's GIS system to inform various stakeholders.
- Train and support employees in the use of the GIS.
- Perform ad-hoc duties, consistent with the functions and role of spatial data management in a local government perspective.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Work Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Certificate IV in Spatial Information Services or similar, or working towards an equivalent tertiary qualification in a spatial data field and/or relevant experience.
- High level demonstrated experience in GIS operations.
- Well-developed understanding of digital spatial information in a Local Government environment, including knowledge of Land Management Systems and Land Law (eg. Torrens Title, Old System, Crown Land).
- Excellent written and verbal communication skills and demonstrated ability to collate and package information in attendance to customer service requests.
- High level of computer literacy with all Microsoft Office software programs and sound knowledge of GIS software functionality such as QGIS, Intramaps, MapInfo, ArcGIS or similar.
- Excellent organizational and time management skills to meet operational requirements.

Desirable

- Good working knowledge of financial and records databases such as Technology One or similar, and an understanding of relational database design concepts and principles.
- Local Government experience, with experience in NSW being preferred.

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)