Position Description

Position title	GIS Analyst
Reports to	Manager Systems & Information
Department	Community & Corporate Services
Classification	Level 5, Local Government Industry Award (Stream A)
Last Review Date	April 2021

Position Summary

The GIS Analyst is responsible for the development and maintenance of the organisation's GIS applications and data collection activities ensuring full integration of field-generated data enabling efficient and effective decision making via geographical representation of council information.

Position Specific Accountabilities

- As directed, lead and facilitate internal stakeholder engagement, ensuring tasks progress from conception through to completion, in line with agreed scope of work.
- Develop and maintain web browser-based GIS maps for public and internal customers.
- Identify and deliver opportunities for improvement in accurate and efficient GIS services to customers.
- Provide maps and spatial data analysis relating to various projects across the organisation including planning, rates, infrastructure, assets, community, disaster, customer service and special events.
- Develop and maintain GIS applications to support the capture and collation of data for all council assets and services. Provide advanced level spatial data management for the preparation, processing, interrogation, manipulation, presentation, and maintenance of GIS data to satisfy internal and external client requirements
- Provide expert advice and input to decision making processes to Council departments on their use of GIS and associated data.
- Provide end user support and assistance to users in the operation of the GIS applications, including drafting GIS documentation and procedures for use by all Council staff when capturing and utilising spatial data.
- Maintain Council's enterprise GIS systems, monitor system performance and reliability with relevant data and metrics and propose remedial actions or improvements; Implement data standards, templates, and processes to maintain the GIS system and administer spatial databases
- Develop and deliver end-user training program for Council's internal GIS applications in consultation with relevant departments.
- Organise and manage delivery of Rural addressing across the council area.
- Prepare spatial data to enable 2D and 3D modelling.
- Organise and undertake GPS field mapping of Council Infrastructure assets
- Keep current on the latest technological advances in the GIS field.
- Follow reasonable directives to assist with maintaining critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other duties as reasonably expected by Council.

Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from Council.

Selection Criteria

Essential

- Demonstrated experience in the use of Geographic Information Systems (ESRI, MapInfo)
- Demonstrated technical experience developing and maintaining GIS databases and applications.
- Demonstrated experience in project delivery ensuring quality control and project timeframes as met.
- Ability to work both autonomously and collaboratively in a future thinking innovating team.
- Comprehensive understanding of geospatial information principles and broad knowledge of spatial information access points within Queensland government and industry.

Qualifications

- Minimum 3 years GIS industry experience with relevant formal qualification.

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	