

GIS Officer – Systems Support

POSITION DESCRIPTION



Position Number:	1646
Department:	Regional Services
Section:	Infrastructure Planning
Unit:	Assets and GIS
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	GIS Supervisor
Revised:	July 2024

General Position Statement

This position supports Council's direction by supporting the ongoing development and maintenance of Council's geographic information systems, databases and translation scripts, as well as the mobile and desktop applications, dashboards and analytics that support the planning and delivery of operational activities.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Fortnightly maintenance of the GIS databases and the extraction of data for Asset Management System loads.
- Develop and maintain Council's FME translation scripts for capital and contributed assets, the creation of geodatabases, and asset load files for the Asset Management System.
- Process as constructed submissions to ensure data is compliant and complete.
- Lead the assessment and scoping of new project requests, ensuring current and future needs of the business are considered, and that all project data requirements and deliverables are clearly documented.
- Provide expert advice on the suitability of mobile and desktop applications for the delivery of project objectives.
- Collaborate with internal stakeholders to develop, implement and maintain new custom schemas and administrative data that underpin mobile and desktop applications, dashboards and analytics.
- Collaborate with internal stakeholders in the planning, configuration, testing, implementation, and maintenance of mobile applications, dashboards and analytics.
- Lead the development and review of GIS processes, procedures and documentation to improve efficiencies.
- Support the planning, testing and implementation of GIS System upgrades.
- Support the ongoing development of Council's GIS systems (ESRI and VertiGIS products)
- Undertake research and analysis to provide recommendations to management regarding system related options, risks and opportunities.

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- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated ability to work independently and to manage and coordinate GIS projects and initiatives to meet specific Council requirements.
- Demonstrated knowledge and experience in the capture and presentation of spatial data using GIS software preferably ESRI.
- Demonstrated understanding and ability in the interpretation of cadastral plans, survey plans, engineering drawings, spatial and geographical concepts and their relationships with GIS.
- A working knowledge and understanding of FME Form or Python (normal or ArcPy).
- Experience in publishing and configuring web mapping services and mobile applications using the ESRI suite of products.
- Knowledge and understanding of relational databases and SQL, with experience in manipulating and analysing complex spatial data using geographical information systems and cartographic map production.
- Ability to effectively operate Council's computer systems including Geocortex, Pathway, R1, MS Office Suite and other relevant systems.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

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- Tertiary qualifications relevant to the duties of the position and/or extensive work experience relevant to the position.

Behaviours

- *Customer Service* – Ensure services delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	