

POSITION DESCRIPTION

GEOSPATIAL ANALYST

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| Award Classification | Victorian Local Authorities Award 2001 – Band 6 |
| Directorate | People & Governance |
| Reports to | Manager – Digital Innovation & Technology |
| Supervises | NIL |
| Approved By | Manager – Digital Innovation & Technology |

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

- To maintain, develop and administer Council's Geographic Information System.
- To provide high level support in the provision of GIS services to the organisation.

KEY RESPONSIBILITIES AND DUTIES

- Develop, administer, maintain, and update Council's internal GIS and public facing GIS to ensure they are performing at their optimum level.
- Ensure accuracy and currency of all GIS related data.
- Promote and implement an integrated training program to teach skills in the use of GIS software, data acquisition, retrieval and analysis to meet needs.
- Manage the supply and exchange of data with external agencies or consultants in accordance with the Data Supply, Property Information Project and other agreements.
- Provide specialist user support for all aspects of geospatial data and software.
- Provide spatial analysis and cartographic services for Council and Customers as required.
- Provide specialist advice to business units in the analysis of business and reporting requirements relevant to the implementation of spatial data and technologies and system integration.
- Consult with GIS users to assess their application needs and provide options to meet these needs and to be able to customise reporting requirements.
- Resolve all GIS/spatial systems technical and development problems.
- Develop and manage the acquisition of spatial datasets to support and enhance the performance of Council business.
- Develop procedures to ensure compliance with all policy and system requirements and undertake regular reviews.
- Implement programming and script writing to tailor and streamline GIS tasks.
- Create dynamic visualisation from a diverse range of data inputs
- Create and maintain metadata records.
- Maintain office record systems of work activities for service requests for spatial services, including logging and updating customer interactions.

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- Coordinate with Management and ICT staff to identify GIS hardware and processing needs and develop plans for required upgrades and the implementation of new systems.
- Support and/or lead planning and delivery of GIS related data and technology projects.
- Ensure GIS/spatial data is maintained and managed correctly in line with relevant policies and procedures.
- Maintain networks with Government agencies, system vendors and other bodies.
- Participate in relevant industry forums and user groups.
- Provide excellent customer service to all areas of Council, the community and other external stakeholders.
- Implement responsive and flexible work practices.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Framework and Procedures are observed and complied with.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by clear objectives, and/or budgets with a regular reporting mechanism to ensure adherence to plans.
- Accountable to the Manager Digital Innovation and Technology for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed.
- May be required to provide advice to clients or members of public and to provide formal input into policy development.
- Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation and specified work programs.
- The incumbent must be able to work autonomously, with minimum supervision. Proactive problem solving will be required.

JUDGEMENT AND DECISION MAKING

- The nature of the work is usually specialised with methods, procedures and processes developed from theory to precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the applications of these techniques to new situations.
- Ability to make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements and Council policy.
- Guidance and advice are usually available.

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- Exercise judgement when dealing with complex or technical issues and seek guidance and advice when required.

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long term goals of the unit in which they work and an appreciation of the long term goals of the wider organisation.
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Practical knowledge of GIS and the delivery of corporate GIS services, including GPS technology and integration with other corporate applications.
- Understanding of geographic and cartographic concepts related to spatial analysis, projections and processes.
- Experience using MapInfo, QGIS, or another mainstream GIS.
- Experience with mobile computing, mobile mapping and data collection equipment and applications.
- Proven skills and knowledge in data administration concepts and processes.
- Familiarity with relevant budgeting techniques.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible and within a set timetable.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Excellent oral communication skills including an ability to write reports and to prepare external correspondence.
- Use initiative and act professionally, with integrity, discretion and confidentially.
- Ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification with a Spatial Sciences discipline.
- Experience in advanced use of GIS software.
- Experience in the development and management of a corporate GIS service.

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications and/or relevant experience in Spatial Science or other related discipline.
- Sound knowledge of the principles and practices of spatial information systems and relevant experience in the application of spatial information systems.
- Excellent organisational and time management skills.
- High level of competency in computer applications.
- Proven ability to perform GIS project related work.
- Demonstrated ability to communicate technical information effectively both verbally and in writing with all levels of government, community groups and people of varied backgrounds.
- Current Victorian Driver's Licence.

POSITION DESCRIPTION

Desirable

- Competency and experience in use of MapInfo, QGIS, Enterprise GIS Applications and Local Government specific software systems.
 - Experience in a Local Government environment.
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TERMS AND CONDITIONS OF EMPLOYMENT

The Geospatial Analyst position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:
