



POSITION DESCRIPTION FORM

File No: PDF-0018068

POSITION IDENTIFICATION

Title:	GIS and Data Analyst	Level:	Level 8
Service Unit:	Information Services	Award:	Local Government Industry Award 2010
Directorate:	Corporate & Community Services	Date Effective:	18 January 2018
Reporting to:	Manager Information Services	Date Last Reviewed:	18 January 2018

PURPOSE OF POSITION

- Provide GIS development, support and expertise to enhance the decision making and service capability of the organisation through advanced GIS services.
- Develop leading edge community focussed services incorporating GIS strategies, data analytics, documentation and technical expertise.
- Ensure consistent operation of GIS applications and maintain high levels of IT system security, integrity, reliability and performance across the organisation.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Coordinate the management, implementation, improvement and on-going technical support of all GIS products and services to provide an integrated solution across the organisation.
- Contribute to the definition, implementation and management of the GIS architecture to maximise performance and accessibility to customers internal and external to the Shire.
- Develop spatial representations of the Shire in accordance with Council's strategic objectives, direction and plans.
- Responsible for on-going audits of GIS data sets to confirm accuracy and record amendments to these data sets in a designated register.
- Monitor and guide the implementation of GIS processes to identify improvements or efficiencies in line with best practice principals.
- Coordinate the development, maintenance, implementation and review of policies and procedures required to support and sustain the GIS.
- Provide training and technical advice to staff on utilising and maintaining GIS services and functions.
- Provide a single point of contact to external service and data providers and manage service levels with regard to deliverables.
- In consultation with key stakeholder groups, take a lead role in defining GIS current and future data requirements.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Manager Information Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.

CORPORATE ACCOUNTABILITIES

- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's OSH policies and the Occupational Safety and Health Act 1984 s20.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Occupational Safety and Health Act 1984 s19.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Occupational Safety & Health legislation and Council's OSH policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

VALUES

- Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; Excellency and best practice; open, fair, accountable and efficient work practices; and staff development.

SELECTION CRITERIA

- Essential:
1. Tertiary Qualifications in GIS, Land Information Systems or equivalent Associate Diploma in GIS and/or a minimum of 5 years GIS experience in a similar role.
 2. Demonstrated experience in building SQL queries and managing databases to enable integration between ERP and GIS System.
 3. Knowledge of spatial, survey and geographical concepts and their application in a multidisciplinary professional environment.
 4. Experience in the use of GIS products like ArcGIS, QGIS, Intramaps tools and utilities to enable creation of advanced GIS products and services.
 5. Highly developed analytical skills as applied to requirements elicitation for spatial systems and implementing them as technical solutions.
 6. Demonstrated understanding of contemporary management practices including the principles and processes associated with continuous improvement, business excellence and project management.

- Desirable:
1. Remotely Piloted Aircraft (RPA) licence.