



POSITION DESCRIPTION

Geospatial Information Systems (GIS) Officer

Incumbent:	VACANT
Department:	Engineering
Reports to:	Major Projects Lead
Employment Status:	Full Time (fixed-term 18 months)
Award Classification:	Band 6
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The GIS Officer provides specialist GIS services and spatial data management expertise to Council. The role is responsible for maintaining and enhancing GIS systems, applications and spatial datasets, ensuring the provision of accurate, reliable and accessible spatial information to support Council operations and decision-making.

Working with a high degree of autonomy, the GIS Officer applies specialised technical knowledge and professional judgement to deliver GIS projects, provide expert advice and identify opportunities to improve systems, processes and data management practices. The position works collaboratively across the organisation to maximise the value of spatial information and support the achievement of Council's operational and strategic objectives.

Key Responsibilities

- Administer, maintain and enhance Council's GIS platforms, applications, spatial databases and data services, ensuring the availability, integrity and accessibility of spatial information across the organisation.
- Maintain and monitor the quality, governance and accuracy of spatial and related business data, applying established standards and quality assurance processes.
- Provide specialist GIS advice, technical support and training to stakeholders across Council, promoting the effective use of spatial information and technologies.
- Consult with stakeholders to identify business requirements and implement practical GIS and spatial data solutions that support operational and strategic objectives.
- Coordinate moderately complex GIS and spatial data projects, including planning activities, maintaining project documentation, monitoring progress, and supporting project delivery.
- Configure, administer and enhance GIS applications, web mapping tools, dashboards and reporting solutions to improve business processes and service delivery.
- Identify and implement opportunities for process improvement, automation and system integration to enhance the effectiveness of GIS and information management practices.
- Undertake spatial analysis, data modelling and reporting activities to support planning, infrastructure management, asset management, and evidence-based decision making.
- Monitor emerging GIS technologies and industry trends and provide recommendations to support continuous improvement and innovation.
- Prepare, maintain and review GIS documentation, procedures, standards and user guides to support the consistent management and use of spatial information.
- Maintain productive relationships with vendors, consultants and service providers to support system performance, project outcomes and service delivery.



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- Maintain regular attendance and actively participate in performance review, feedback, coaching and development discussions to support accountability, continuous improvement and the achievement of role expectations.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Accountable for the delivery of specialist services and technical outcomes within the scope of the position.
- Provides specialist advice and recommendations that influence operational decision-making and service delivery outcomes.
- Exercises a significant degree of autonomy in determining work priorities, methods and technical solutions within established policies and objectives.
- Responsible for coordinating assigned projects and activities to achieve agreed outcomes, quality standards and timeframes.

Judgement & Decision Making

- Exercises professional judgement in analysing complex information and determining appropriate courses of action.
- Identifies, evaluates and resolves technical and operational issues using specialised knowledge and experience.
- Adapts established practices and procedures to address changing business requirements and emerging issues.
- Guidance is generally available for matters involving significant organisational or strategic implications.

Specialist Knowledge & Skills

- Specialist knowledge within a defined professional or technical discipline.
- Ability to apply advanced technical expertise to investigate issues, develop solutions and provide specialist advice.
- Well-developed analytical and problem-solving skills.
- Sound understanding of relevant legislation, standards, systems, policies and industry best practice relevant to the position.

Management Skills

- Ability to plan, coordinate and deliver projects and work programs within agreed objectives and timeframes.
- Ability to manage competing priorities and allocate resources effectively.
- Demonstrated commitment to continuous improvement and the enhancement of systems and processes.
- Ability to work with a high degree of independence while contributing to organisational objectives.

Interpersonal Skills

- Well-developed communication skills, including the ability to explain technical information to a variety of audiences.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to influence, negotiate and gain cooperation in the achievement of work outcomes.



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- Ability to provide specialist advice, guidance and support to colleagues and stakeholders.

Qualifications & Experience

- Degree, diploma or equivalent qualification relevant to the position.
- Demonstrated experience in a specialist or technical field requiring the application of professional knowledge and judgement.
- Experience in coordinating projects and delivering outcomes within agreed timeframes.
- An equivalent combination of qualifications, skills and relevant experience may be considered.
- A current vehicle licence would be beneficial.

Key Selection Criteria

1. Demonstrated experience in the administration, maintenance and support of Geographic Information Systems (GIS), spatial databases and associated applications, including the management of spatial data and the delivery of GIS services to support business outcomes.
2. Well-developed analytical and problem-solving skills, with the ability to undertake spatial analysis, interpret complex information, identify business requirements and implement practical GIS and data management solutions.
3. Demonstrated ability to coordinate and deliver GIS-related projects and system improvements, including planning activities, managing competing priorities, maintaining documentation and achieving outcomes within agreed timeframes.
4. Highly developed communication and interpersonal skills, including the ability to build effective working relationships, provide specialist advice and technical support, and communicate complex information to both technical and non-technical stakeholders.
5. Demonstrated experience in the use, enhancement and integration of GIS applications, web mapping solutions, reporting tools and related technologies, with a commitment to continuous improvement and innovation.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the CEO		