

POSITION TITLE: Assets / GIS Officer **POSITION NO:** 2538

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 4

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Infrastructure Planning

REPORTS TO: Coordinator Asset Management

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

To maintain the GIS database and online mapping ensuring that Council's geographical data is well maintained and is the single point of truth. The role assists with the delivery of collation, validation, presentation, collection and management of Council's spatial data and attributes, to enable the management of Council's assets in a manner which allows customer service standards to be met at the optimised value.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Demonstrated relevant experience in using GIS software to determine position of points of interest on the earth's surface, for collation, integration, recording and interrogation of data sets.
2. Interpreting and analysing data to prepare maps in both digital and paper formats using GIS software, to give pictorial representations of data from various formats.
3. Advising Engineering Professionals, planners, and other relevant professionals on the technical requirements of mapping and spatial information systems.
4. Compiling and evaluating data from spatial information systems, asset registers, previous reports and spreadsheets and interpreting codes of practice to assist with report writing.
5. Evaluating, compiling, and maintaining spatial information using a range of digital and graphical source materials such as aerial photography, satellite imagery, existing maps, survey plans, historical data, reports, and statistics.
6. Ensure that all data and information is presented and stored in an appropriate manner to allow efficient recall and accurate and valid interpretation.
7. Ability to identify, trial and implement the use of new technologies in the collection and collation of data to be displayed geographic information systems.
8. Coordinating with Engineers, Project Managers, and other staff to produce and reproduce geographic products and capture capital work's assets in both the mapping system and asset register.
9. Assist with periodic audits of Council's mapping system and asset data to ensure its integrity and relevance.
10. Work in a collaborative team environment to ensure accurate and efficient spatial outcomes are achieved.
11. Maintain an awareness of relevant industry standards.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualification in a relevant field (e.g., Spatial Technology)
- Minimum requirement of a current C class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)

4. KEY SELECTION CRITERIA

1. Demonstrated relevant experience in the use of specialist asset management and spatial applications (e.g., GIS and related database systems, CAD, GPS etc) for the collation, integration, recording and interrogation of data sets or similar use in a local government environment.
2. Previous experience in interpreting data from various formats to create maps, both digitally and paper formats, to give pictorial representations suitable for the intended audience.
3. Understanding of aspatial and spatial database concepts, such as projections, geometry types and single point of truth.
4. Ability to establish work priorities, meet deadlines and work effectively within a team environment.
5. Substantial communication and interpersonal skills with the ability to assist employees in the efficient use of GIS software and associated databases.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
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