

# Town of Claremont Information Pack



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| <b>Position</b> | GIS Officer – 12 month contract   |
| <b>Salary</b>   | \$78,230.44 per annum + up to 13.5% superannuation<br>Flexible working arrangements are available |

An opportunity has arisen for a tertiary qualified Geographical Information Systems Officer to work fulltime for the Town of Claremont and the City of Nedlands. You will be employed by the Town of Claremont but will split your time evenly between the two organisations and their offices.

Working closely with the respective Asset Management Officers and other key business units you will draw on your past experience with Intramaps (or a similar GIS software programs) and SQL to provide support. Other responsibilities include:

- Liaising with internal data custodians to ensure all relevant GIS datasets are established and maintained.
- Produce GIS projects and mapping products (maps, plans, diagrams).
- Reflecting asset data which are maintained in QGIS into Intramaps.
- Reconfiguring and improving the way the asset layers are displayed in Intramaps.
- Resolving existing issues with how asset data is displayed in Intramaps.
- Managing non-town/city asset data within Intramaps (e.g. from Main Roads, Western Power, etc).
- Develop and maintain process maps, work instructions and other detailed procedural documentation relating to the effective collection, maintenance, and display of GIS processes.
- Offer guidance and ideas to improve the data currently available.

Our ideal candidate will have the following technical skills:

- Sound understanding of GIS theory and concepts.
- Demonstrated experience in the use of relevant GIS software programs and ideally Intramaps.
- Experience in maintaining SQL databases including automated SLIP layer downloads.
- Experience using remote GIS data collection software, including Field Maps.

As an employee of the Town, you will be able to access great benefits such as additional superannuation contributions, free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

Our local governments are equal opportunity employers that value a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

**Applications close 22 September 2022 at 5pm. Please direct all enquiries to Bree Websdale, Director Governance and People.**

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## Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

### Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at [employment@claremont.wa.gov.au](mailto:employment@claremont.wa.gov.au)  
Alternatively, applications may be mailed to:

Attention:  
CONFIDENTIAL  
Chief Executive Officer  
Town of Claremont  
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.





# Benefits of working at the **Town of Claremont**

## Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



## Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

