

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>GIS Officer</b>
<b>Directorate:</b>	<b>Governance and People (Town of Claremont) Corporate Services (City of Nedlands)</b>
<b>Award/Agreement:</b>	<b>TOC Enterprise Agreement 2021 (and any subsequent agreement)</b>
<b>Classification level:</b>	<b>Level 8</b>
<b>Directly reports to:</b>	<b>Manager IT (Town of Claremont) Manager IT (City of Nedlands)</b>
<b>Positions under Direct Supervision:</b>	<b>Nil</b>



<p><b>Organisational Context of Position</b></p> <p>The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.</p>	<p><b>Organisational Context of Position</b></p> <p>The City of Nedlands is an inner metropolitan local government 7km from the Perth CBD and stretches from the banks of the beautiful Swan River to the edge of the Indian Ocean.</p> <p>We are committed to providing a vibrant, safe, inclusive community that is able to enjoy a high standard of local services and facilities.</p>
<p><b>Organisational Vision</b></p> <p>The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.</p>	<p><b>Organisational Vision</b></p> <p>Our Vision is for a City that is environmentally sensitive, beautiful and inclusive.</p>
<p><b>Organisational Values</b></p> <ul style="list-style-type: none"> <li>• <b>Respect:</b> We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.</li> <li>• <b>Integrity:</b> We are open, accountable and honest.</li> <li>• <b>Quality Communication:</b> We demonstrate our respect for our community and each other through timely, accurate and understandable communication.</li> <li>• <b>Customer Service:</b> Every contact with a customer is important and an opportunity to demonstrate our commitment.</li> </ul>	<p><b>Organisational Values</b></p> <p>Our organisational values are:</p> <p><b>Accountability:</b> We conduct our business and all our services in an open, transparent and financially responsible manner</p> <p><b>Partnership:</b> We work together for the benefit of the community</p> <p><b>Fairness:</b> We provide consistent, fair and unbiased treatment for the whole community.</p> <p>We strive to apply the values in all our dealings, both</p>

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| <ul style="list-style-type: none"> <li>• <b>Excellence:</b> Our focus is quality outcomes achieved on time, on budget.</li> </ul> | internally and externally. |
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## OBJECTIVE OF THIS POSITION

This position is responsible for the management of the Town of Claremont and City of Nedlands Geographical Information Systems and associated datasets, and the provision of a high-quality mapping service.

The position will work evenly between the Town of Claremont and City of Nedlands.

### Objective 1: Operational

- Liaise with internal and external data custodians to ensure all relevant GIS datasets on internal and public GIS facilities are established and maintained.
- Monitor and review GIS and associated data layers to ensure consistency and integrity is maintained.
- Develop and maintain the Public module which is to be publicly available.
- Where necessary, initiate improvements in GIS functionality to ensure maintenance of data layers to a high GIS and Cartographic quality.
- Produce GIS projects and mapping products (maps, plans, diagrams) as required by Users.
- Ensure that Landgate's main SLIP datasets and any derivative layers (Cadastral, tenure, easements, reserves etc.) are automatically downloaded and updated on the map system.
- Maintain SQL database including any stored procedures, views and scheduled tasks.
- Prepare and maintain statistical data as required.
- Develop and maintain process maps, work instructions and other detailed procedural documentation relating to the effective collection, maintenance, and display of GIS processes.
- Liaise with relevant officers on the development and improvement of GIS services.
- Provide training and support to internal stakeholders.
- Research prepare and present reports and discussion papers to Council, Committees or other forums as required.
- Identify and source consultants and facilitators to assist in the delivery of services where required and monitor performance to ensure targets are achieved.

### Objective 2: Work Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with the Town and City's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.

- Adhere and follow Record Keeping obligations.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

#### **Objective 4: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

### **SELECTION CRITERIA**

#### **Essential**

- Tertiary qualifications in Geographical Information Systems.
- Sound understanding of GIS theory and concepts.
- Demonstrated experience in the use of relevant GIS software programs and applications including Intramaps.
- Experience using CAD and AutoCad software.
- Excellent interpersonal and communication skills.
- Highly developed computer skills and strong attention to detail.
- Demonstrated time management skills with the ability to prioritise multiple tasks in a timely and efficient manner.

#### **Desirable**

- Local Government or Public Sector experience in a similar role.

### **REQUIREMENTS**

All staff prior to commencing employment must:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.
- Provide a COVID certificate evidencing proof of vaccination (where required for your position by State Government Directions or Town Policy or Procedure).

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

### **PROBATION**

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

## Signatures

### Chief Executive Officer Approval

Signature	Date

### Employee

Signature	Date

Review date:

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