Position Description

GIS Officer	
Position Code	**53**
Classification/Grade/Band	Grade 6, Band 2, Level 2 Local Government (State) Award 2023
Reports to	**Business Improvement & IT Manager**
Location	**Shire Wide**
Content Manager Reference	
Direct Reports	**Nil**
Budget (Operating and Capital expenditure)	**Nil**

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and Northwest regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports it community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Councils vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Misson

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Primary purpose of the position

The GIS Officer is responsible for the development and maintenance of new and existing Geographical Information Systems (GIS), Land Information Systems (LIS), and the effective provision of spatial information products and services.

The position will ensure continuity of service delivery to Council's internal and external stakeholders and provide products and services consistent with Council's policies and procedures.

Department and Branch Description

The Organisation and Community Services Department consists of the suite of corporate service functions, social services, aged care services, and community services. The Department undertakes the following functions:

- Finance
- Human Resources (People and Culture)
- Information Technology & Business Improvement
- Safety, Risk and Procurement
- Social Services
- Naroo and Aged Care Services

Key accountabilities

Within the area of responsibility, this role is required to:

- Develop and maintain base cadastral information for Gwydir Shire Council within the GIS and corporate property system.
- Maintain, edit and improve spatial data.
- Conduct field data capture utilising relevant technology and tools.
- Process field captured spatial information to required standard using corporate software solutions (e.g., MapInfo).
- Improve spatial data quality by ensuring that all data meets minimum corporate requirements.
- Maintain infrastructure spatial asset data so that it is consistent with legislative requirements (e.g., Local Government Act, external auditors).
- Provide advice and reports related to GIS matters and options for providing accurate and accessible GIS data.
- Determine, capture, and allocate rural and urban addressing.
- Provide information requests for the GIS to suit council as well as external client's needs.
- Assist in the preparation of and provide input into the development of reliable links between the GIS and the Council's asset database.
- Ongoing data conversion and cleansing.
- Maintain the Name and Address Register in Council's corporate system.
- Investigate, assess, and respond to enquiries, requests, and correspondence including, the preparation of reports to the Corporate Assets and Risk Manager on issues and matters relating to all function areas.
- Prepare reports and correspondence for internal and external use.
- Any other position relevant task within the officer's skill set.

Selection Criteria

Essential

- Experience with MapInfo and related software.
- Competency and experience in mapping and geographical information systems.
- Demonstrated knowledge in the use of cadastral data and land titles.
- Sounds knowledge of scripting for GIS related tasks
- Strong use of Microsoft Office software and Officer equipment, particularly in Excel
- Interpersonal skills in managing others, as the position may involve liaising and explaining issues to a diverse range of people.
- Highly developed written skills
- Demonstrated personal competencies, including confidentiality, effective communication skills (written, verbal and non-verbal), ability to work under pressure, use initiative and organisation and time management.
- Current valis 'C' Class driver's licence

Desirable

- Demonstrated experience in interpreting survey plans.
- Experience in ESRI, Spectrum Spatial Analyst
- First Aid Certificate
- General Induction OHS Ticket (White Card)
- Work Experience in Local Government

Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.

Qualifications

- Diploma of Spatial Information Services

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at http://capability.lgnsw.org.au

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
	Manage Self	**Adept**
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
Personal attributes	Demonstrate Accountability	Intermediate
	Communicate and Engage	**Intermediate**
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
Relationships	Influence and Negotiate	Foundational
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
Results	**Deliver Results**	**Intermediate**
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	**Intermediate**
Resources	Procurement and Contracts	Foundational

Focus capabilities.

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment. • Seeks opportunities to apply and develop strengths and skills. • Examines and reflects on own performance. • Seeks and responds well to feedback and guidance
Relationships Communicate and Engage	Intermediate	• Focuses on key points communications in 'Plain English'. • Clearly explains and presents ideas and technical information. • Monitors own and other non-verbal cues and adepts where necessary. • Listens to others when they are speaking and asks appropriate, respectful questions. • Shows sensitivity in adapting communication content and style for diverse audience
Results Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting. • Helps plan and allocate work tasks in line with team/project objectives. • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules. • Provides feedback to inform future planning and work schedules
Results Deliver Results	Intermediate	• Takes the initiative to progress own and teamwork tasks. • Contributes to the allocation of responsibilities and resources to achieve team/project goals. • Consistently delivers high quality work with minimal supervision. • Consistently delivers key work outputs on time and on budget
Resources Technology and Information	Intermediate	• Shows confidence in using office software and other computer applications. • Makes effective use of records, information and knowledge management systems. • Supports the introduction of new technologies to improve efficiency and effectiveness

Prepared By	Human Resource Officer
Approved by General Manager	June 2024
Date Approved/Reviewed	June 2024
Version Number and Date	Version 2 – June 2024