

## Position Description

<b>Position Title</b>	<b>GIS Officer</b>
Position Code	CORP029
Department	Corporate Services
Division	Assets
Reports To	Director Corporate Services
Direct Reports:	Nil
Position Classification	Administration / Technical / Trades Band 2, Level 2
Position Status	Full time
Allowances	Nil

### SPECIAL CONDITIONS

Nil

### REPORTING STRUCTURE OF POSITION

Director Corporate Services	
↓	
Asset Officer	GIS Officer

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide technical advice in regards to GIS requirements as well as ensure that all data relating to GIS is maintained accurately and efficiently for Forbes Shire Council.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>GIS Data Development / Maintenance</i>	70%
<i>Asset Data Capture</i>	20%
<i>GIS Reporting</i>	10%

### POSITION RESPONSIBILITIES

- Ensure accurate and efficient GIS data capture and data entry for the whole of Council's asset network;
- Prepare draft plans and maintain them in accordance with relevant legislation, and Local Government Records Act;
- Assist with the following activities; preparation of cartographic images and maps; spatial data capture services; data extractions; services searches and preparation of materials for display;
- Provide information for GIPA and other requests as requested by the Director Corporate Services;

- Assist Council personnel in the field to ensure that the appropriate field instruments and information are available, including ensuring maintenance and storage occurs to prevent equipment loss;
- Process property maintenance (subdivisions, consolidations, property addressing, conditions, and other associated attributes) in an accurate and timely manner with appropriate supporting documentation in accordance with Council procedures.





## Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Leadership Team	Provision of Technical GIS reporting
Asset staff	Assistance, guidance and support as required
Council Staff	Assistance, guidance and support as required
External	
Government Departments	GIS related matters

## POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Foundational

## **PERSON SPECIFICATION**

### **Essential**

- Qualifications in GIS, Land Information Systems, Asset Management Systems or a related discipline;
- Class C (Standard) Drivers Licence.

### **Experience**

- Demonstrated experience in the use of Land Information Systems / Asset Management Systems;
- Demonstrated computer literacy with experience in GIS systems.

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Councils delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Mobile Tablet

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No