



Job Title:	GIS Officer	Position No:	A52
Group:	Land & Law	Service Area:	Anthropology
		Unit:	GIS
Classification Level:	Senior Professional Officer (SPO)		
Reports to:	GIS Supervisor	Direct Reports:	Nil
Location:	Darwin	Date Approved:	January 2025

POSITION OVERVIEW

The GIS Officer position is primarily responsible for day to day management of GIS data and maps related to land use proposals and contracts which occur on Aboriginal Land in the Northern Territory (NT) under Section 19 of the Aboriginal Land Rights Act NT (1976). This would cover the full life-cycle of the contracts, by supporting the Anthropology team in identifying Traditional Owner (TO) groups for consultation and the spatial mapping of contracts revenue. Furthermore, the role is responsible for the provision of general cartographic products, as well as assisting with data integration between the organisations GIS and its Customer Relations Management (CRM) and Royalty Trust Accounting (RTA) systems.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Prepare procedural administrative maps outlining project proposals for the Regional Development branch to identify traditional owner groups for consultation, and agreement maps for use in Legal contracts.
- Collate land use agreement geospatial data into the NLC's central database registry, applying strict quality assurance and control principles.
- Develop field consultation maps for a variety of land use projects on Aboriginal land, including detailed ethnographic mapping for project clearances in conjunction with internal and external Anthropologists.
- Under the supervision of the GIS Supervisor and the Chief Information Officer, ensure GIS data structures are fit for purpose, and data is adequately populated for integration with the organisations Customer Relation Management (CRM) and Royalty Trust Accounting (RTA) systems.
- Ensure location-based income revenue is adequately mapped and integrated with RTA data.
- Maintain thematic regional overview maps of contract and proposal locations.
- Provide guidance and advice to junior GIS staff who will be assisting this role through general cartographic duties.
- Under the supervision of the GIS Supervisor, assist in the publication and maintenance of web layers, maps and applications in the organisations web mapping systems.
- Maintain up to date documentation on the portfolios data structures and workflows.
- Assist in the acquisition of diverse base reference datasets from Government and other agencies.
- Process remotely sensed raster datasets or compile detailed vector data using scripts and geoprocessing tools to generate reference spatial layers for use in cartographic products.
- Provide training/instruction as required to internal stakeholders on how to effectively gather, manage and process data for use by GIS, including the use of GPS enabled field equipment.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.



- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- A Bachelor of Science/GIS or equivalent, preferably in cartography, surveying, geography, computing and/or relevant disciplines.
- Minimum of four (4) years' experience in the use of GIS software, including capture, manipulation and analysis of a range of spatial data (raster and vector) from different sources and formats.
- Minimum two (2) years' experience working with ArcGIS Pro desktop software.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Previous cartographic/web mapping experience, including the use of scripts and ESRI Geoprocessing Tools to expediate production work-flows.
- Possesses strong research skills at a postgraduate academic level, including advanced data manipulation and advanced.
- Knowledge and experience in relational database systems and scripting languages, particularly Microsoft SQL Server and Python.
- Experience configuring layers, maps and web apps in ArcGIS Portal
- Experience in GPS technology, including capture, manipulation and analysis of spatial data using GIS software.
- Ability to use GIS software to create maps of a high standard and to effectively manage data/mapping products using a range of software, including the ESRI and Microsoft -Office applications.
- Excellent time management and organisational skills, with the ability to manage multiple tasks and meet competing deadlines in an area that requires a high level of confidentiality.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Postgraduate qualifications in GIS or a related discipline and or previous experience in a similar role.
- Experience in ETL (Extract Transform Load) procedures using FME, ESRI Model Builder or arcpy Python scripting.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Project management experience, including working with consultants or contractors.