

# POSITION DESCRIPTION

<b>Position Title:</b>	GIS Coordinator (PN5132)		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Corporate and Commercial		
<b>Date Approved:</b>	April 2025		
<b>Hours per week:</b>	35	<b>Award Classification:</b>	Band 3, Level 2
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 5

## Position Purpose

To lead the GIS team in managing, developing and effectively administering and supporting the Geospatial Information System (GIS) products and services across Council, consistent with customer requirements and agreed standards and architecture.

## Key Accountabilities

- Develop and implement a Council-wide GIS strategy that supports planning, operations, asset management, and community services.
- Lead and manage the GIS team, setting goals, providing feedback, and fostering a high-performance, collaborative culture.
- Manage Council's spatial data assets and systems, ensuring accuracy, integrity, compliance, and alignment with internal governance policies.
- Deliver high-quality spatial analysis, mapping, and data visualisation services to internal departments and external stakeholders.
- Identify and lead opportunities to integrate GIS with corporate systems such as asset management, customer service, and planning tools.
- Collaborate with project managers and business units to embed spatial data and GIS functionality into Council initiatives.
- Provide training and support to internal staff to build spatial capability across the organisation and encourage self-service use of GIS tools.
- Develop and maintain interactive, public-facing mapping tools that enhance transparency and community engagement.
- Support Council's emergency management activities through timely spatial data, mapping, and analysis during preparedness, response, and recovery phases.
- Monitor emerging trends and technologies in GIS to drive innovation and continuous improvement.
- Manage GIS software, licensing, vendor relationships, and system upgrades to ensure reliable and effective service delivery.
- Prepare and manage the GIS operational budget, including forecasting and procurement of systems and services.

## Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Tertiary qualifications in Geographic Information Systems, Geospatial Science, Spatial Information, or a related discipline.
- Postgraduate qualifications or certifications in spatial science, data analytics, or related ICT fields are desirable.
- Project management qualifications or experience, particularly in delivering technical or spatial system projects, will be advantageous.
- A current C Class Driver's licence is essential, due to the need for site visits or field based coordination.
- Remotely Piloted Aircraft (RPA) operator accreditation from CASA is desirable.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

### Skills and Experience

- Proven leadership and team management skills, with experience in setting direction, supervising staff, and fostering a collaborative, high-performance culture within a technical team.
- Demonstrated expertise in GIS systems and spatial analysis, including the use of industry-standard software (e.g. ArcGIS, FME) to deliver accurate mapping, visualisation, and data services.
- Proven ability to think strategically and integrate GIS with corporate systems, aligning spatial services with organisational priorities and improving cross-functional workflows.
- Demonstrated experience managing projects and budgets, including procurement, vendor relationships, and the delivery of GIS services on time and within budget.
- Strong communication and stakeholder engagement skills, with a track record of working effectively across departments and supporting emergency management operations through spatial data.
- Demonstrated capability in training and building internal GIS skills, supporting staff to use spatial tools and promoting a culture of data-informed decision-making across the organisation.

### Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none"><li>• We approach our work with enthusiasm and drive to make a difference</li><li>• We inspire others with our thirst for excellence</li><li>• We take pride in the customer service we deliver</li></ul>
Integrity	<ul style="list-style-type: none"><li>• We act ethically and honestly and work to build the trust and confidence of the community and staff</li><li>• We act with pride and respect while being loyal and accountable</li></ul>
Innovation	<ul style="list-style-type: none"><li>• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions</li><li>• We promote and deliver change in the way we work</li></ul>

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Communication	<ul style="list-style-type: none"><li>• We ensure open communication for all</li><li>• We openly and proactively listen and provide information</li></ul>
Respect	<ul style="list-style-type: none"><li>• We consider workmates, community, the workplace and environment</li><li>• We treat people as we would like to be treated</li></ul>
Collaboration	<ul style="list-style-type: none"><li>• We seek what is best for the team, not what is best for the individual</li><li>• We work together to achieve a shared vision</li><li>• We are connected with and care for each other</li><li>• We encourage and pay attention to those around us</li></ul>

## Supervision Received

This role reports to the Group Manager Governance and Information Services.

## Supervision Exercised


The following roles report to the Coordinator GIS

- 1x GIS Officer

## Position Description Endorsement

### People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	April 2025

## Role Authorisation

«InternalApprovalSignature\_tag»

## Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature\_tag»