



<b>Job Title:</b>	<b>Geospatial Operations Lead</b>	<b>Position No:</b>	A25
<b>Group:</b>	Land & Law	<b>Service Area/Unit:</b>	Anthropology/GIS
<b>Classification Level:</b>	Senior Officer Grade B (SOGB)		
<b>Reports to:</b>	Manager, Anthropology Branch	<b>Direct Reports:</b>	GIS Team
<b>Special Measures:</b>	<i>No - Not Applicable</i>		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	August 2025

## POSITION OVERVIEW

The Geospatial Operations Lead is responsible for managing the delivery of spatial data services that support the Northern Land Council's (NLC's) statutory functions under the Aboriginal Land Rights (NT) Act 1976 (ALRA) and the Native Title Act 1993 (NTA).

Working within the Anthropology Service Area, this position leads a team of GIS Officers and oversees the development, coordination, and governance of geospatial systems and services. These outputs inform a range of activities including land claims, cultural mapping, leasing, and resource management.

The role requires coordination across multiple internal teams and external stakeholders, ensuring spatial data is applied accurately, securely, and in line with legal and cultural protocols. It contributes to operational planning, system development, and continuous improvement of geospatial service delivery across the organisation.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate commitment to the GIS team's service delivery in alignment with the NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model within the GIS team, enabling positive contributions to enhance employee engagement and job satisfaction with the unit.
- Lead, motivate, develop, and empower GIS team members to deliver in accordance with the Service Area relevant GIS priorities and objectives, within a framework that drives accountability and achievement.
- Ensure the GIS team have a clear understanding of their responsibilities, and encourage open and honest, two-way communication between the team.

### STAKEHOLDER ENGAGEMENT

- Cultivate and maintain collaborative relationships with the broader Anthropology team and other service teams within the NLC that are reliant on these services to ensure GIS service deliverables are met in a timely, effective and prioritised manner.
- Build and maintain relationships with all relevant internal and external stakeholders to ensure compliant and effective delivery of the GIS team's service deliverables.
- Liaise with non-government agencies and government departments for data acquisition, sharing, and application to support NLC's geospatial functions.

### SERVICE DELIVERY

- Geospatial Service Delivery & Operational Oversight
  - Manage the day-to-day coordination of geospatial service requests across the organisation, ensuring timely, accurate and fit-for-purpose outputs that support land claims, native title processes, leasing under Part IV of the ALRA, and environmental and legal applications.
  - Allocate and prioritise team workloads using the GIS Request System.



- Monitor team delivery against service priorities and organisational deadlines.
- **Mapping & Spatial Product Development**
  - Supervise and contribute to the production of high-quality cartographic outputs and spatial analysis that underpin internal decision-making, external consultation, and statutory obligations.
  - Maintain and evolve mapping templates and editing environments that promote cartographic excellence and consistency.
- **Research & Technical Support**
  - Support the Anthropology Service Area with GIS and database solutions, including spatial data management, research support tools, and development of cultural mapping databases.
  - Offer high-level, accurate, and well-researched advice to management on mapping issues, and support spatial aspects of field and research-based projects.
- **System Administration, Data Governance and Technical Equipment**
  - Administer and enhance ArcGIS Enterprise systems in collaboration with ICT, maintaining secure and reliable access to spatial data.
  - Oversee compliance with metadata and documentation standards, particularly for sensitive cultural spatial data.
  - Ensure proper maintenance and use of spatial equipment (e.g., GPS, digitizers, field devices); identify and assess equipment needs in alignment with NLC's mapping functions.
- **Continuous Improvement & Reporting**
  - Contribute to internal and external reporting obligations through spatial data insights and activity reporting aligned with statutory frameworks under ALRA and the NTA.
  - Identify and implement opportunities to improve spatial workflows, technologies, and data practices in alignment with NLC's evolving operational needs.

## **PEOPLE MANAGEMENT**

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy and processes.
- Maintain accountability and responsibility for:
  - Recruitment of vacant positions in the GIS team.
  - The performance management of direct reports in accordance with the position requirements and NLC's organisational objectives.
  - The rostering of resources, timesheets and leave approval.
  - Actively supporting relevant learning and development activities including any necessary training required to enhance the service delivery of your team.
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice

## **WORK HEALTH AND SAFETY**

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain unit compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified timely manner.
- Promote and support organisational work health and safety initiatives

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Relevant tertiary qualification in Geographic Information Systems (GIS), cartography, surveying, geography, or a related discipline.
- Extensive experience (minimum five years) in the use of GIS software, particularly ArcGIS Pro and geodatabase environments, including spatial data analysis and high-quality cartographic production.
- Demonstrated experience in supervising staff, managing workflows, and coordinating project delivery within a GIS or related technical environment.
- Strong interpersonal and cross-cultural communication skills, with the ability to engage effectively with internal teams, traditional owners, and external stakeholders.
- Working knowledge of the Aboriginal Land Rights (NT) Act 1976 and the Native Title Act 1993, or demonstrated capacity to quickly acquire this understanding in context.
- Proficiency in the use of GPS and field data collection tools, and the management of spatial data from various sources and formats.

### DESIRABLE REQUIREMENTS

- Experience with ArcGIS Enterprise administration and configuration, including managing portal maps, layers, and web applications.
- Knowledge of Python scripting or FME tools for automating geospatial workflows.
- Experience supporting research or cultural mapping projects, particularly within Aboriginal land contexts.
- Familiarity with relational databases such as SQL Server and spatial database management.
- Project management experience, including working with contractors or delivering spatial components of multi-disciplinary projects