

POSITION DESCRIPTION

SENIOR GEOGRAPHICAL INFORMATION SYSTEMS COORDINATOR

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
 Our systems, processes and tools are contemporary and reflect leading practice.
 Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	Grow & Improve We improve our work everyday <ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Senior Geospatial Information Systems Coordinator		
Department & Section	Corporate Services – Corporate Information		
Team	IT Service Delivery		
Reporting to	IT Service Delivery Lead		
Positions Reporting to it	Geographical Information Systems Officer		
Classification and Stream	MOA Level 7		
Position Number	3150	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- The City of Port Adelaide Enfield relies on their Geographic Information Systems (GIS) to provide customer focussed and effective services to the community, managing the functionality, performance, availability, integrity and confidentiality of our GIS and integrations.
- Leadership of the GIS Service to deliver services that are fundamental to the Council's operations.
- Delivers high quality spatial information products and services, enabling informed decisions to benefit the community.

What does the position do?

- Manages overall GIS services for the City of Port Adelaide Enfield.
- Coordinates GIS tasks and team to administer, implement, support and deliver training in the Councils' GIS and to deliver exceptional customer service.
- Contributes to the development of the IT and Organisational Strategy in the context of the GIS software suite and its relation to integrated corporate systems.
- Provides expert and timely advice to the organisation about GIS, ensuring the software used is most suited to achieving business benefit.
- Applies a high level of specialist expertise in the delivery of GIS solutions including design, software development, customisation, data analysis and project management.
- Develops procedures & technical documentation for the ongoing acquisition, collection and maintenance of spatial data, applying appropriate standards of data quality, data governance and data base administration.
- Ensures strict data-governance & data integrity standards and practices are maintained and adhered to throughout GIS datasets
- Undertakes regular consultative stakeholder engagement to generate a good understanding of how GIS can help them achieve business outcomes.
- Coordinates the software maintenance contracts and upgrades of GIS Software and data services used by Councils, ensuring the software remains current, including procurement activities and liaison with vendors
- Assists with budget preparation and monitoring of expenditure.
- Assists in the preparation of Section Plans and progress reporting.
- Undertakes performance reviews.
- As a senior team member fosters a positive Team culture that aligns with PAE organisational values.
- Other reasonable duties as required

What outcomes does the position deliver?

- A GIS that meets business requirements, is well integrated and supports both daily operational needs and strategic decision making.
- A GIS that performs well, is available, accurate and timely, reliable and secure.
- A GIS team that is knowledgeable, agile and can adapt to meet changing needs or special projects.
- A well-trained workforce who are confident with GIS tools and capability.
- A GIS service that is very highly regarded by internal and external customers.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Consultative and effective stakeholder engagement
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Exceptional Interpersonal skills that build good work relationships
- Complex problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Authentic senior who builds constructive relationships with people at all levels across the organisation
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity
- High level interpersonal and influencing skills
- Lead people and set vision of excellence aligned to PAE Values
- Responsible financial management
- Politically aware

Qualifications for the position

- A bachelor's degree in geography, GIS, geomatics, cartography, computer science, environmental science, or a related field, or;
- an equivalent industry certification, or;
- equivalent relevant experience.

Experience

- A minimum of 5 years of experience as a technical GIS administrator, including hands-on experience in managing and maintaining a GIS, overseeing spatial database management, configuring GIS software, troubleshooting technical issues, and ensuring data integrity and security.
- Experience co-ordinating GIS projects
- Experience effectively managing multiple stakeholders and competing priorities

Knowledge

- A deep understanding of the fundamental concepts and principles of GIS including spatial data types, coordinate systems, GIS formats, GIS databases, and spatial analysis techniques.

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- In-depth knowledge of GIS Software systems including installation, configuration and troubleshooting.
- A comprehensive knowledge of SaaS web mapping solutions for creating and delivering web-based spatial applications.
- Technical Knowledge of GIS database and technical database administration
- Knowledge of programming for automating repetitive tasks and data manipulation.
- Practical knowledge of project management methods.
- Practical knowledge of training techniques.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____