

POSITION DESCRIPTION

Position Title:	GIS Officer	Directorate:	Community & Corporate Services
Position Number:	100120	Department:	ICT
Employment Status:	Full-Time	Section:	Cyber Security & Systems
Employment Type:	Permanent	Location:	Chambers
Classification:	Grade 4		
Reports to:	Coordinator Cyber Security & Systems		

PRIMARY PURPOSE:

The primary function of this role is to undertake the administration of Council's Information System (GIS).

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **GIS Officer** reports to the **Coordinator Cyber Security & Systems** for all operational and management matters.
- The role is a key contributor to the ICT Team and will liaise with Aldermen, General Manager, Directors, Managers and all other employees of Council.

2. External:

- The role will liaise with external stakeholders such as industry suppliers and service providers for information goods and services as required.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters

We are trusted

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge

We deliver

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
GIS Administration & Spatial Analysis	To undertake administration and maintenance of Council's GIS. • Coordinates the procurement and distribution of spatial data to & from both Internal and External data custodians. • Manages highly complex GIS projects. • Creates and manages online and field tools using, collecting and displaying spatial data. • Develops operating standards in concert with technical staff. • Serves as database administrator for spatial data. • Maintains data synchronisation processes between other corporate Asset and Information systems and the GIS. • Maintains and develops both the internal and public GIS webmap installations. • Performs analyses of spatial data and generates additional datasets, reports and hardcopy maps based on the results. • Liaise with data custodians and system providers to procure data, develop data schemas, manage and maintain GIS systems and availability. • Communicates with internal and external data users. • Manages and maintains metadata for spatial data. • Develops GIS policies and procedures. • Trains internal staff in the use of GIS information presentation applications. • Develops field asset data capture and maintenance applications, along with data QA and integration back into corporate systems. • Performs the GIS Logistics role in Emergency situations. • Other duties in alignment with the key responsibilities, as directed
Financial Requirements	• Responsible for complying with Council's Code for Tenders and Contracts, in particular when obtaining quotes, preparing tender documents and raising purchase orders.
Customer Service	• Promote the positive image of Council as a whole. • Ensure that a high standard of customer service is maintained to both internal and external customers. • Implement, evaluate and continuously improve quality systems and processes for the section.
General	• Assist in the achievement of agreed outcomes consistent with department business plans and budgets.

Organisational Responsibilities

- Support and adhere to Council's policies and procedures, code of conduct and relevant acts
- The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

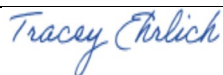
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KEY SELECTION CRITERIA:

1. Degree in spatial sciences or other relevant discipline or five (5) years of experience in the use of GIS technology or an equivalent combination of education and experience.
2. Knowledge of the principles of geospatial information science and GIS technology and extensive experience in GIS software for asset management, particularly MapInfo and QGIS, couple with knowledge of Global Navigation Satellite Systems (GNSS) for data collection and GIS integration and the ability to employ LiDAR and raster data.
3. Extensive experience using spatial data transformation and manipulation software, particularly Safe Software's FME product, including being proficient with scripting languages to achieve system administration, for example, Python, including knowledge of spatial database systems and structured query language.
4. A thorough understanding of land administration systems within Tasmania and the data typically used within a municipal GIS, with demonstrated abilities in cartography and municipal mapping requirements, including field data capture, quality assurance and integration.
5. Exceptional interpersonal and communication skills with the proven ability to work within a team or independently and the Ability to develop, maintain and train users in corporate spatial data tools deployed across all the organisation.
6. Experience managing technical projects, involving GIS and Windows system administration, such as scheduling tasks and managing GIS application updates and configurations.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:	Tracey Ehrlich		
Director Signature:		Date:	20/10/2025

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	