



Position Description – Coordinator Analytics and Spatial Intelligence

Division	Chief Executive
Portfolio	Performance and Innovation
Business Unit	Spatial Intelligence and Analytics
Level	8
Reports To	Manager Performance, Business Intelligence and Improvement
Prescribed Position	No

Position Objective

The Coordinator Analytics and Spatial Intelligence leads Council's Analytics and Spatial Intelligence function, including a shared, multi-skilled team delivering intelligence across spatial, asset, operational, community and organisational performance to support planning, investment and decision-making across Council, providing strategic and operational leadership by setting direction and priorities, building team capability, and directing analysis toward actionable insights that improve outcomes.

The function supports Council through five complementary areas: Performance, Investment, Understand Places, Engagement and Optimisation.

A core accountability is building a resilient, multi-skilled team with shared capability, supported by standardised processes and clear documentation, working closely with Asset Management, City Operations, City Futures, Information Services, Finance, Community Engagement, PMO and other stakeholders to ensure intelligence products are reliable and aligned with Council priorities.

Key Responsibilities

Team Leadership, Operating Model and Prioritisation

- Lead, coach and develop a high-performing multi-skilled team, setting clear expectations, managing performance and building accountability, trust and collaboration, while strengthening resilience through cross-training, documentation and delegation.
- Set direction through the annual roadmap, work program and engagement model, prioritising work using value, effort, risk, urgency, capacity and strategic alignment.
- Provide expert advice and recommendations to managers, project teams and leadership groups on spatial intelligence, analytics, performance, investment and data governance matters to support organisational decision-making.

Performance and Investment Intelligence

- Lead the development of organisational performance intelligence, analytical frameworks and decision-support products that inform service planning, performance improvement and monitoring, investment prioritisation and organisational decision-making, identifying trends, risks, opportunities and emerging issues across Council.
- Support whole-of-life asset intelligence by analysing age, condition, risk, cost, demand and spatial data to shape future capital programs, connecting infrastructure and community need while preserving Asset Management and PMO governance accountabilities.

Place, Community and Digital Engagement

- Lead place-based analysis combining spatial, community, environmental, asset and investment information across themes such as tree canopy, heat, water, open space, accessibility, transport, growth and infrastructure pressure to build a richer understanding of the City.
- Develop public-facing products such as interactive maps, StoryMaps and web GIS applications that show the breadth of Council services, partnering with Community Engagement and Communications to strengthen consultation and transparency.

Optimisation and Data Governance

- Partner with Information Services to support the design and implementation of Council's enterprise data warehouse and shared data platforms, translating analytical and business requirements into fit-for-purpose data models, integrations and trusted datasets that enable scalable reporting, analytics and decision-making.
- Improve services and reduce manual effort through analytics, automation and AI, promoting fit-for-purpose use of ArcGIS, TechnologyOne and Power Platform and reusable, self-service products that reduce duplication.
- Support stronger data governance by working with data owners and Information Services to clarify ownership, definitions and quality, resolving complex cross-system data and reconciliation issues, establishing standards for dashboards, GIS and analytical products and building data literacy across Council.

General Responsibilities

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.

- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Knowledge

- Sound knowledge of analytics, business intelligence, spatial intelligence and GIS, including contemporary dashboarding and visualisation approaches.
- Understanding of asset and program lifecycles, including planning, maintenance, condition, audit, renewal and replacement.
- Understanding of data governance, ownership, quality, metadata, modelling, integration and data warehouse concepts.
- Understanding of product governance, prioritisation and continuous improvement within an analytical function.
- Knowledge of local government, infrastructure services and responsible automation and AI is desirable.

Skills

- Strong people leadership skills, including setting direction, coaching, delegation, feedback and building an accountable, collaborative team culture.
- Strong analytical and problem-solving skills, connecting spatial, asset, financial, operational and community information into clear insights and visual products.
- Strong influencing and stakeholder leadership skills, including framing complex business problems, challenging assumptions, managing competing interests and directing analytical effort toward actionable insights, value for money, community outcomes and leading people through change.
- Ability to establish roadmaps, intake and value-based prioritisation, balancing strategic, recurring and responsive work with sound judgement and clear trade-offs.
- Ability to provide credible strategic and technical oversight across dashboards, GIS, data governance, automation, AI and shared data platforms.

Experience

- Demonstrated experience leading a team, including setting expectations, coaching, performance management, capability development and accountability for delivery.
- Experience leading change and influencing stakeholders while establishing roadmaps, priorities, product portfolios or service models for an analytical function.
- Experience developing or overseeing Power BI dashboards, maps, StoryMaps, reports, evidence packs or other spatial and business intelligence products.
- Experience using data and spatial information to support strategic, operational or investment decisions, including asset lifecycle or forward-program analysis.

- Experience improving data governance, analytical products, automation or data-platform capability with technical teams and external partners.

Qualifications & Requirements

Relevant tertiary qualification or equivalent senior professional experience in data science, analytics, business or spatial intelligence, information systems or a related discipline.	Essential
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Working knowledge across business intelligence, GIS, data governance, data platforms and automation, including Power BI, ArcGIS, TechnologyOne, Power Platform and AI-enabled analytics.	Desirable
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