



<b>Job Title:</b>	<b>GIS Officer</b>	<b>Position No:</b>	<b>A50</b>
<b>Group:</b>	Land & Law	<b>Service Area:</b>	Anthropology
<b>Classification Level:</b>	Professional 2 (PO2)		
<b>Reports to:</b>	GIS Supervisor	<b>Direct Reports:</b>	Nil
<b>Location:</b>	Darwin	<b>Date Approved:</b>	March 2024

## POSITION OVERVIEW

The GIS Officer is responsible for the preparation of administrative and field consultation maps, and the management of associated data, -that encompasses the day-to-day operations of the role under the Aboriginal Land Rights (Northern Territory) Act (1976) and Native Title Act (1993). This includes project registration and data sourcing, manipulation, analysis and management, culminating in the creation of high-quality cartographic products for internal and external parties. The position also supports the GIS Supervisor in enhancing and upkeeping GIS systems and user applications, including field apps and web-based mapping platforms.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Prepare procedural administrative maps outlining project proposals for the anthropology branch to identify traditional owner groups for consultation.
- Collate land use agreement geospatial data into the NLC's central database registry, applying strict quality assurance and control principles.
- Develop field consultation maps for a variety of projects involving stakeholders from different functions across the organisation.
- Detailed ethnographic mapping for project clearances and land claims in conjunction with internal and external anthropologists.
- Under supervision of the GIS Supervisor, support the development and maintenance of field app and web mapping technologies.
- Maintenance and operation of an A0 plotter, fielding printing requests from across the organisation.
- Assist in the acquisition of diverse base reference datasets from government and nongovernment agencies.
- Process remotely sensed raster datasets or compile detailed vector data using scripts and geoprocessing tools to generate reference spatial layers for use in cartographic products.
- Training/instructing anthropologists and other project staff on how to effectively gather, manage and process data for use by GIS, including the use of GPS enabled field equipment.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- A Bachelor degree in Science/GIS or equivalent, preferably in cartography, surveying, geography, computing and/or relevant social science disciplines and/or a minimum of three (3) years' experience in a similar role.
- Experience in GPS technology, including capture, manipulation and analysis of spatial data using GIS software.
- Ability to use GIS software to create maps of a high standard and to effectively manage data/mapping products using a range of software, including the ESRI and Microsoft -Office applications.
- Demonstrated knowledge of the application of relational database systems and scripting languages, particularly Microsoft SQL Server and Python.
- Possesses a strong set of research skills, including advanced data manipulation and troubleshooting skills.
- Excellent time management and organisational skills, with the ability to manage multiple tasks and meet competing deadlines in an area that requires a high level of confidentiality.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Postgraduate qualifications in GIS or a related discipline.
- Professional project management experience, including working with consultants or contractors.
- Previous experience in the use and development of web mapping and the use of scripts and ESRI Geoprocessing Tools to expediate production work-flows.
- Experience in ETL (Extract Transform Load) procedures using FME, ESRI Model Builder or arcpy Python scripting.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management, including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.).

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