

Position Title:	Coordinator GIS (PN5132)		
Position Type:	Permanent Full-time		
Department:	Corporate and Commercial		
Date Approved:	January 2025		
Hours per week:	35	Award Classification:	Band 3, Level 2
FTE	1	Salary Classification	Grade 5

Position Purpose

To manage, develop and effectively administer and support the Geospatial Information System (GIS) products and services across Council, consistent with customer requirements and agreed standards and architecture.

Key Accountabilities

- Develop and maintain GIS strategic plans, policies and programs to accomplish corporate goals and objectives
- Undertake continual evaluation of overall operations relating to Council's GIS and recommend enhancements
- Advise Council on strategic system modifications and integrations with other Council information technology systems in support of business goals and objectives
- Oversee the development, design and implementation of new applications and changes to existing GIS and supporting systems
- Design, implement and continuously review corporate GIS technical standards in line with GIS development
- Coordinating and managing other GIS related activities within Council
- Coordinating the integration of GIS related projects into work plans and schedules
- Coordinating the day to day activities of GIS staff and contractors
- Participating in GIS related emergency service committees and meetings
- Creation of meeting agendas and technical reports on GIS staff activities as required
- Managing relationships and collaboration with GIS related organisations external to Council
- Developing and maintaining spatial information for Kempsey Shire within the Council's GIS including managing the acquisition, validation, storage, access, publishing and reporting for effective analysis and decision making across Council.
- Providing ad-hoc information requests from the GIS to suit Council's internal and external customer's needs.
- Provide training and user support for all users and administer spatial data products and services consistent with best practice guidelines, legislative and organisational / industry standards. Providing the knowledge to maintain Council's property system to various stakeholders

- Promoting the use of GIS within Council
- Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Graduate qualifications and / or equivalent industry experience in GIS / spatial information or a related field
- A minimum of five (5) years' professional experience in a similar role
- Hold and maintain a current NSW Driver's licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Demonstrated sound understanding of GIS concepts and principals in a Local Government environment
- Demonstrated experience using Esri ArcGIS products in an enterprise environment.
- Demonstrated experience using Safe FME products for maintaining, developing and managing GIS workflows and integrations with other spatial / aspatial systems.
- Experience using Python, SQL or similar scripting languages.
- Demonstrated ability to complete tasks in an accurate and timely manner and to cope well under pressure
- Ability to work with minimum supervision and as part of a multi-disciplinary team
- Demonstrated commitment to the provision of quality customer service
- High level computer skills using Microsoft Office including Word, Excel, and Outlook, with an ability to learn other key applications utilised within Council
- Demonstrated knowledge of Land Management Systems and property legislation
- High level communication and interpersonal skills

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Group Manager Governance and Information Services

Supervision Exercised

The following roles report to the GIS Officer

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	<i>JP</i>
Position Title:	People and Culture Advisor
Date:	January 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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