



## Position Description

GIS Officer	
Position Code	053
Classification/Grade/Band	Local Government (State) Award 2023 Grade 6, Band 2, Level 2
Reports to	Risk & Information Team Leader
Location	Shire Wide
Content Manager Reference	
Direct Reports	Nil
Budget (Operating and Capital expenditure)	Nil

### Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and Northwest regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Wyallda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

### Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

### Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

# **Child Safety Commitment Statement**

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout the Shire, including indigenous children, those from culturally and linguistically diverse backgrounds and children and young with disabilities.

All Gwydir Shire Council staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical, psychological, and online environments. We support the rights of children and young people, and we will act immediately and accordingly to ensure an environment is maintained where they feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of our organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understand the important responsibilities they have in relation to child safety, and we are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners and the wider community in the regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

## **Primary purpose of the position**

The GIS Officer is responsible for the development and maintenance of new and existing Geographical Information Systems (GIS), Land Information Systems (LIS), and the effective provision of spatial information products and services.

The position will ensure continuity of service delivery to Council's internal and external stakeholders and provide products and services consistent with Council's policies and procedures.

## **Department and Branch Description**

The Organisation and Community Services Department consists of the suite of corporate service functions, social services, aged care services, and community services. The Department undertakes the following functions:

- Finance
- Human Resources (People and Culture)
- Information Technology & Business Improvement
- Safety, Risk and Procurement
- Social Services
- Naroo and Aged Care Services

## Key accountabilities

Within the area of responsibility, this role is required to:

- Develop and maintain base cadastral information for Gwydir Shire Council within the GIS and corporate property system.
- Maintain, edit and improve spatial data.
- Conduct field data capture utilising relevant technology and tools.
- Process field captured spatial information to required standard using corporate software solutions (e.g., MapInfo).
- Improve spatial data quality by ensuring that all data meets minimum corporate requirements.
- Maintain infrastructure spatial asset data so that it is consistent with legislative requirements (e.g., Local Government Act, external auditors).
- Provide advice and reports related to GIS matters and options for providing accurate and accessible GIS data.
- Determine, capture, and allocate rural and urban addressing.
- Provide information requests for the GIS to suit council as well as external client's needs.
- Assist in the preparation of and provide input into the development of reliable links between the GIS and the Council's asset database.
- Ongoing data conversion and cleansing.
- Maintain the Name and Address Register in Council's corporate system.
- Investigate, assess, and respond to enquiries, requests, and correspondence including, the preparation of reports to the Corporate Assets and Risk Manager on issues and matters relating to all function areas.
- Prepare reports and correspondence for internal and external use.
- Any other position relevant task within the officer's skill set.

## Selection Criteria

### Essential

- Experience with MapInfo and related software.
- Competency and experience in mapping and geographical information systems.
- Demonstrated knowledge in the use of cadastral data and land titles.
- Sound knowledge of scripting for GIS related tasks
- Strong use of Microsoft Office software and Office equipment, particularly in Excel
- Interpersonal skills in managing others, as the position may involve liaising and explaining issues to a diverse range of people.
- Highly developed written skills
- Demonstrated personal competencies, including confidentiality, effective communication skills (written, verbal and non-verbal), ability to work under pressure, use initiative and organisation and time management.
- Current valid 'C' Class driver's licence

### Desirable

- Demonstrated experience in interpreting survey plans.
- Experience in ESRI, Spectrum Spatial Analyst
- First Aid Certificate
- General Induction OHS Ticket (White Card)
- Work Experience in Local Government

### Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.





### Qualifications

- Diploma of Spatial Information Services

## Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	<b>Personal attributes</b> Demonstrate Accountability	Intermediate
	<b>Communicate and Engage</b>	<b>Intermediate</b>
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	<b>Relationships</b> Influence and Negotiate	Foundational
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	<b>Results</b> Deliver Results	<b>Intermediate</b>
	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	<b>Resources</b> Procurement and Contracts	Foundational

## Focus capabilities.

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Initiates action on team/unit projects, issues and opportunities</li> <li>Accepts and tackles demanding goals with drive and commitment.</li> <li>Seeks opportunities to apply and develop strengths and skills.</li> <li>Examines and reflects on own performance.</li> <li>Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"> <li>Focuses on key points communications in 'Plain English'.</li> <li>Clearly explains and presents ideas and technical information.</li> <li>Monitors own and other non-verbal cues and adepts where necessary.</li> <li>Listens to others when they are speaking and asks appropriate, respectful questions.</li> <li>Shows sensitivity in adapting communication content and style for diverse audience</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>Participates constructively in unit planning and goal setting.</li> <li>Helps plan and allocate work tasks in line with team/project objectives.</li> <li>Checks progress against schedules</li> <li>Identifies and escalates issues impacting on ability to meet schedules.</li> <li>Provides feedback to inform future planning and work schedules</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and teamwork tasks.</li> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals.</li> <li>Consistently delivers high quality work with minimal supervision.</li> <li>Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using office software and other computer applications.</li> <li>Makes effective use of records, information and knowledge management systems.</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

Prepared By	Human Resource Officer
Approved by General Manager	June 2024
Date Approved/Reviewed	June 2024
Version Number and Date	Version 2 – June 2024

