Job title: GIS Officer	
Classification: Band 6	**Effective Date**: 1 March 2024
Reports to: GIS Coordinator	**Tenure**: Fixed Term

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.

Excellent Customer Experience and Service Delivery   **Great Organisational Culture**   **Innovation and Continuous Improvement**   **Good Governance and Integrity**   **Long Term Financial Sustainability**

CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	**Respect**	**Excellence**	**Accountability**	**Trust**
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

CREATe   Community is at the heart of everything we do.

Goal Statement

Facilitate the development and on-going operation of Council's Geographic Information System (GIS) Platform and to provide effective and efficient services to Council staff and the community.

Key Responsibilities

Position Specific Responsibilities

- Maintain, support and further develop Council's GIS Platform to provide ongoing delivery and enhancement of GIS applications to customers.
- Provide and maintain integration between GIS and other corporate information systems to support the delivery of Council information and functionality through Council's GIS.
- Undertake data management and coordinate the maintenance, acquisition and update of core GIS datasets in line with relevant standards.
- Establish and maintain processes and procedures to ensure the security and integrity of data to support accurate decision-making.
- Provide support, specialist advice and recommendations on the use of spatial technologies to ensure the most effective and efficient deployment of GIS solutions to accommodate business requirements.
- Create high quality cartographic products and perform analytical functions associated with GIS, its use and products.
- Consult with staff to verify and/or identify business requirements and potential process improvements to ensure the delivery of GIS products and services is relevant, efficient and effective.
- Support GIS Coordinator with ongoing management of Council's GIS and performance expectation of the Property and Leasing Department.

Corporate Responsibilities

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil.

Staff responsibility: Ability to supervise contractors for GIS projects.

Judgement and Decision Making

- Make decisions relating to the daily operation of the GIS within departmental procedures, guidelines and policies.
- Exercising judgment and innovation in streamlining processes and procedures.
- Facilitate and/or resolve GIS related issues as they arise.
- Provide key input for the development of the GIS strategy and related policies when required.
- Recommend appropriate action where not covered by established guidelines and identify areas that require policy coverage. The position will exercise discretion to solve problems by applying technical knowledge and established practices and procedures.

Qualifications and Experience

Tertiary qualifications in Geomatics, Surveying, Cartography, Land Information or a related discipline combined with relevant experience.

Technology:
- Proficiency in GIS applications with demonstrated experience in Esri's ArcGIS suite of products.
- Experience with databases, Office365, GPS and graphic software.
- Good understanding of database management systems and system integration.

Other technical skills and experience:
- Demonstrated skills in the application and management of geospatial data including data integrity protocols map production and spatial analysis.
- Good understanding of principles, practises and industry standards relating to spatial data and information systems.

Interpersonal Skills

- High-level communication, consultative, customer service and teamwork skills with the ability to work in an unsupervised capacity.
- Strategic, analytical and strong problem-solving skills.
- Highly motivated, enthusiastic and the ability to drive and deliver high quality results.
- Must value and exhibit attention to detail.

Management Skills

- Ability to manage multiple projects and prioritise tasks with available resources and time.
- Ability to provide training and support to staff.
- Ability to supervise contract agency personnel for GIS projects as required.
- Ability to influence future directions with an understanding of long-term goals.

Other Attributes (Desirable)

- Exposure to local government systems and processes an advantage.
- Demonstrated ability to develop, support and administer spatial information systems.
- Experience in report writing tools, FME (Safe Software), mobile mapping applications and SQL Server.
- Experience in the use of scripting and markup languages such as JavaScript, Python, HTML and XML.
- Knowledge of Vicmap Property Information Program (custodianship program).

Key Selection Criteria

1. Tertiary qualifications in GIS or a related discipline combined with relevant experience.
2. Proficiency in GIS applications and proven experience with Esri based products.
3. Experience in the application and management of spatial data with a good understanding of industry standards relating to spatial data and information systems.
4. Ability to deliver high quality customer service, training and support to staff.
5. Demonstrated time management skills with the ability to prioritise a number of projects and tasks.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	*Comments*
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	NIL		
Hand/Arm Movement Tasks involve use of hand/arms	NIL		
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	NIL		
Standing Tasks involve standing in an upright position	NIL		
Reaching Tasks involve reaching above head, and above and equal to shoulder height	NIL		
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	NIL		
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	NIL		
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	NIL		
Keyboard Duties Tasks involve sitting at workstation and using computer.	No	Daily keyboard duties	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	NIL		