Whitehorse City Council

Position description

Position title: Geospatial Analyst	
Classification: Band level 6	**Effective Date:** 11th Jan 2027
Reports to: Senior Geospatial Analyst	**Tenure:** Permanent Full Time

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.



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.

Goal Statement

Support the development, administration and ongoing improvement of Council's Geographic Information System (GIS) to deliver reliable, accurate and responsive geospatial services for the organisation and the community.

Key Responsibilities

Position Specific Responsibilities

- Maintain and support Council's GIS applications and services to enable ongoing delivery and enhancement of geospatial products for customers.
- Undertake research, evaluation and investigation to support the design, development and delivery of spatial applications and business process improvements.
- Support integrations between GIS and other corporate information systems to improve the delivery of Council information and functionality through GIS.
- Undertake technical operations to support GIS administration, including licensing, configuration, data management, backup, upgrades and platform support under guidance.
- Collaborate with the Senior Geospatial Analyst, industry partners and stakeholders to maintain a functional, secure and up-to-date GIS environment.
- Monitor GIS platform performance and usage and recommend system changes to maintain or improve platform performance.
- Provide support, specialist advice and recommendations on the use of spatial technologies to help business areas meet their requirements.
- Support continuous improvement initiatives that improve the relevance, efficiency and effectiveness of GIS products and services.
- Maintain, acquire and update core geospatial data, ensuring data security, accuracy and integrity to support reliable decision-making.
- Develop and maintain documentation for GIS operations, administration, data management, storage, retention and access.
- Prepare and deliver user guidance, support materials and instructional training on Council's GIS applications.
- Perform spatial analysis, create high quality cartographic products and contribute to reporting and data visualisation activities, including Power BI reporting where location data is required.
- Support the Senior Geospatial Analyst and Coordinator Data, Integration & Analytics with the ongoing management and improvement of Council's GIS function.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy and related procedures designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.
- Support, enable and encourage strategies and actions identified in Council's Gender Equity Action Plan to improve workplace gender equality.

Accountability and Extent of Authority

Budget: Nil.

Staff responsibility: Nil. The position may assist with the coordination of contractors or vendors for GIS activities as required under direction.

Judgement and Decision Making

- The position is accountable for supporting the effective day-to-day operation, maintenance and ongoing improvement of Council's GIS services within established policies, procedures, standards and service expectations.
- The position has authority to independently resolve routine and moderately complex GIS support matters, undertake assigned technical tasks, and recommend enhancements to systems, processes, data practices and documentation within delegated limits.
- The position exercises sound judgement and initiative when analysing spatial data, troubleshooting GIS issues, assessing options and applying established technical practices to achieve accurate and responsive outcomes.
- The position contributes informed input into GIS planning, standards, documentation, service improvement activities and the development of practical solutions within the geospatial function.
- Guidance is available from the Senior Geospatial Analyst and Coordinator Data, Integration & Analytics for complex, high-risk or unprecedented matters.

Specialist Knowledge and Skills

- Well-developed understanding of the use of GIS to support business processes, evidence-based decision-making and community outcomes.
- Ability to apply relevant spatial science, geospatial analysis and technical disciplines to identify practical solutions for operational problems, service improvements and data-related issues.
- Sound understanding of data integrity, information management, documentation requirements and the interrelationships between GIS and other corporate systems in a geospatial environment.

Technology:

- Proficiency in GIS applications with demonstrated experience in Esri ArcGIS platform, including desktop, portal, server and online environments.
- Experience supporting ArcGIS Enterprise design, development, configuration and implementation activities and contributing to platform improvements.
- Sound understanding of database management systems and system integration principles.
- Demonstrated skills in geospatial data management, data integrity protocols, spatial analysis, map production and the preparation of accurate spatial outputs.
- Sound understanding of principles, practices and industry standards relating to spatial data and information systems.
- Experience configuring geospatial web applications and mobile spatial applications.
- Experience in Power BI, with the ability to incorporate geospatial and location data into dashboards, reports and business insights.
- Experience with report writing tools, Safe Software FME and SQL Server.
- Experience using scripting and markup languages such as JavaScript, Python, HTML and XML would be desirable.

Qualifications and Experience

Qualifications/ Certificates:

- Tertiary qualifications in Geomatics, Surveying, Spatial Sciences, Land Information or a related discipline combined with relevant experience, or lesser formal qualifications with demonstrated relevant experience, together with a sound knowledge of GIS principles, spatial data management and geospatial technologies.

Interpersonal Skills

- Well-developed communication, consultative, customer service and teamwork skills with the ability to work effectively with a range of stakeholders.
- Strong analytical and problem-solving skills with the ability to investigate issues, interpret data and recommend practical, user-focused solutions.
- Ability to work both independently and collaboratively, manage competing tasks, establish work priorities and deliver quality outcomes within required timeframes.
- High attention to detail and commitment to accurate, reliable and well-documented work.

Key Relationships:

- Ability to liaise effectively with staff throughout the organisation and the general community relating to GIS, data and related subjects, and to explain technical concepts in clear and accessible terms.
- Ability to maintain professional relationships with suppliers, vendors and government bodies relating to geospatial products and services as required.

Management Skills

- Ability to manage multiple tasks and priorities within available resources and timeframes, and to plan and organise own work to meet service requirements
- Ability to provide training, support and guidance to GIS users and contribute to the capability development of others through coaching and instruction on routine matters.
- Ability to contribute to future GIS directions with an understanding of service goals, business needs and the operational context of the GIS function.

Application Requirements

- Satisfactory National/International Criminal History Check.
- Working with Children Check.

Key Selection Criteria

- Tertiary qualifications in GIS or a related discipline combined with relevant experience.
- Proficiency in GIS applications and experience with Esri-based products and related IT platforms.
- Experience in the application and management of spatial data, including the use of location data to support reporting and analysis, with a good understanding of industry standards relating to spatial data and information systems.
- Ability to deliver quality customer service, training and support to staff.
- 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.	Some bending in an office environment and related activities.	Some	
Hand/Arm Movement Tasks involve use of hand/arms	Computer based work.	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Some bending in an office environment and related activities.	Some	
Standing Tasks involve standing in an upright position	Office based ergonomic environment.	As recommended	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Office based ergonomic environment.	Some	

Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Office based ergonomic environment.	As recommended	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office based ergonomic environment.	Some	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Office based ergonomic environment.	Some	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Computer based work.	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Office based ergonomic environment.	Often	

Any other relevant comments: The position requires the ability to turn between computer screens and source documents frequently.