

POSITION DESCRIPTION

Geospatial Officer
(POS1071)

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|------------------------|-----------------------------------|---------------------|---------------------------------|
| Directorate: | Customer and Business Performance | Department: | Information Management |
| Position Grade: | TBA | Reports to: | Coordinator, Data & Information |
| Last review: | October 2023 | Next review: | October 2025 |
| | | Version No.: | 2.1 |

Position purpose:

The Geospatial Officer role is designed to support the organization's geospatial analysis needs by conducting comprehensive spatial data analysis, utilizing GIS tools, and providing insightful interpretations. This position involves managing and manipulating geospatial data, performing complex spatial analysis, and generating reports or visual representations that support decision-making processes. The individual in this role collaborates with cross-functional teams to address specific project requirements, contributing to the development of innovative geospatial solutions and strategies. They are tasked with assisting in the implementation of geospatial projects, providing technical expertise, and contributing to the development of workflows and methodologies. This role also involves staying updated with industry best practices and technological advancements to enhance the organization's geospatial capabilities and improve analytical approaches.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing an exceptional customer experience to all stakeholders, maintaining a positive and professional attitude in all interactions.
- 2) Performing field and office GIS data collection and entry in a versioned environment
- 3) Providing advisory services to stakeholders regarding mapping queries, issues and specific project needs.
- 4) Actively reviewing completed GIS work to ensure completeness and accuracy
- 5) Building Scripts with Python to streamline processes and develop interfaces using REST APIs
- 6) Identify opportunities for continuous improvement and implement solutions upon approval
- 7) Utilise critical thinking to plan and undertake data extraction and manipulation from corporate databases, ensuring the delivery of reliable information to internal and external clients.
- 8) Perform spatial analysis and produce and maintain high quality maps and reports for internal and external clients.
- 9) Processing documentation to the required ISO standards and provide technical support to the GIS users and GIS team members
- 10) Provide support with training of staff in the use and operation of mapping software, data processing and geospatial web services environments.
- 11) Research and analyse information and data to provide advice and manage key monitoring and evaluation projects for the benefit of continuous improvement.
- 12) Other tasks as directed by the Chief Information Officer

Decisions made in the position:

- 1) Position has no formal delegation of authority

Decisions referred:

- 1) N/A

Key issues/challenges:

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- 1) Timely and competent delivery of GIS requirements
- 2) Ability to prioritise in consideration of time constraints
- 3) Strong customer support skills
- 4) Reform of current business practices and procedures to deliver an efficient and reliable service

Key working relationships:

- Chief Information Officer
- GIS data custodians inside and outside the Council
- Internal Stakeholders
- IT Team

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary Qualifications in GIS, Computing Science, Information Technology or related discipline and/or equivalent demonstrated minimum 2 years' experience.

Experience

- Working experience of enterprise grade geospatial applications
- Demonstrated experience with spatial analysis techniques and mapping
- Demonstrated experience in programming preferably in a GIS environment

Knowledge and Skills

- Demonstrated practical knowledge of Geodatabases in an Enterprise environment
- Ability to provide and implement innovative solutions to problems, applying sound spatial analysis techniques and data management practices
- Demonstrated ability to interpret and apply NSW Land Titling Legislation, NSW Addressing Guidelines, and cadastral information.
- Proven ability to prioritise tasks efficiently and successfully meet project deadlines
- Demonstrated experience with spatial data structures, analysis, modelling, management and maintenance
- Proven ability to provide quality customer service and advise clients on data collection methodology and quality assurance
- The skills to interpret aerial photography and derive features
- Excellent written and verbal communication skills
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Working experience of ESRI ArcGIS Pro, ArcGIS Enterprise and/or VertiGIS solutions
- Knowledge of ETL (Extract, Transform, Load) processes and data integration tools to connect data from different sources
- Building and consuming GIS web services
- Knowledge of Local Government operations

CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.