

### POSITION INFORMATION

<b>Directorate</b>	Corporate Services
<b>Reports To</b>	Manager Property Services
<b>Position Number</b>	
<b>Grade</b>	Grade 5 in Council's salary system
<b>Location</b>	Narrabri Shire
<b>Award</b>	Local Government (State) Award

### POSITION OBJECTIVE

To coordinate Council's Geographic Information System (GIS) and property and assets database to provide reliable and up to date spatial information in order to complement decision making at Narrabri Shire Council.

To provide support and training in the GIS to both internal and external clientele and to advise and support the integrated development of assets management and information systems relative to GIS functionality.

### KEY RESPONSIBILITIES

- Develop and maintain baseline cadastral information for Narrabri Shire within the GIS and corporate property system (Practical Computer Services [PCS] Database).
- Creation and storage of spatial information in an organised and efficient manner.
- Evaluate and act upon the needs and requirements of users relating to the GIS, as well as providing associated written reports and advice.
- Maintain an awareness of trends and issues arising in the spatial sector to ensure Council's system is comparable with current best practice, given the available resources.
- Maintain an understanding of Council's property system to inform various stakeholders.
- Train and support employees in the use of the GIS.
- Perform ad-hoc duties, consistent with the functions and role of spatial data management in a local government perspective.
- Maintain Council's land register and crown lands management systems.
- Ensure Council's title deeds and leases are stored securely.

### GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

### NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

## REPORTING RELATIONSHIPS

Direct Reports: Nil

Indirect Reports: Nil

## AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

## SELECTION CRITERIA

### Essential

- Certificate IV in Spatial Information Services or similar, or working towards an equivalent tertiary qualification in a spatial data field and/or relevant experience.
- High level demonstrated experience in GIS operations.
- Well-developed understanding of digital spatial information in a Local Government environment, including knowledge of Land Management Systems and Land Law (e.g. Torrens Title, Old System, Crown Land).
- Excellent written and verbal communication skills and demonstrated ability to collate and package information in attendance to customer service requests.
- High level of computer literacy with all Microsoft Office software programs and sound knowledge of GIS software functionality such as QGIS, Inramaps, MapInfo, ArcGIS or similar.
- Excellent organisational and time management skills to meet operational requirements.
- Current Class C Driver Licence.

### Desirable

- Good working knowledge of financial and records databases such as Practical and InfoXpert, or similar, and an understanding of relational database design concepts and principles.
- Local Government experience.

DOCUMENT REVIEW DATE: APRIL 2017

VERSION: 2017.1

I hereby agree that this role statement accurately reflects work requirements.

## AUTHORISATION

Executive Manager

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_