POSITION DESCRIPTION

Position Title	ICT GIS Officer
Division	Finance and Administration
Group	ICT
Responsible to	Team Leader Information
Position Supervises	Direct: 0 Indirect: 0
Position No.	TBC
Status	Permanent Full Time
Hours	Based on a 35 Hour week
Salary	$68,606 pa to $84,582 pa Band/Level: Band 3 Level 1
Pre-employment Checks	N/A
Date reviewed: August 2017	**Reviewed by:** Group Manager - ICT

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km^2.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

- To ensure that Council has accurate and reliable Mapping and Land Information Systems and Data.
- To provide accurate and reliable online and mobile mapping solutions for Internal and Public access.
- To provide spatial data analysis services to internal customers

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Relevant tertiary degree in surveying, geographic or land information systems, or an equivalent course of study or experience.
2. Clearly demonstrated experience with GIS and Property related systems and software (preferably MapInfo, and TechnologyOne Property and Rating).
3. Demonstrated understanding of the NSW Land Titles System and knowledge of the Local Environmental Plan (LEP).
4. Thorough understanding and experience of data structures, data analysis and associated tools.
5. Demonstrated experience in the provision of GIS data at Corporate Level and Online Mapping.
6. Experience in provision of mobile mapping solutions using applications such as GBM Mobile.
7. Demonstrated high level analytical skills and the ability to make recommendations based on the analysis of business requirements and needs.
8. Strong problem solving skills and ability to troubleshoot issues to find solutions
9. Demonstrated communication, collaborative and project management skills.

10. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, and ethical practice.

Desirable Criteria:

1. Experience in online title searching and/or Internet mapping systems.
2. Experience with database, desktop applications, a number of operating systems and networking.
3. Exposure to Asset Management Systems.
4. Exposure to programming languages such as MapBasic, VB.Net.
5. Current NSW Class C (1A) Drivers License.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Maintain records within the corporate property information system to ensure the accuracy, currency, consistency and effectiveness of information throughout the organisation.
- Maintain core layers (including Property, Parcel, House Numbers, and Legal Description) within Council's GIS as a result of subdivisions, consolidations and changes in valuations supplied by NSW Department of Lands.
- Assist with, and undertake the development and maintenance of other layers within Council's GIS. Provide support and advice to spatial data and system users within other departments of council.
- Liaison with other sections and divisions within Council, in particular Planning, Assets Planning and Environment, to meet Council and community requests.

- Map production services for internal and external customers as required.
- Maintain an appropriate knowledge of Spatial Information products and standards to facilitate proper development of council's Spatial Information System.
- Maintain awareness of Spatial Information trends via attendance at appropriate industry events, forums and newsletters.
- Investigation, implementation and maintenance online GIS and mobile mapping solutions for assets data capture and display.
- Implement ongoing improvements to the integration between the Properties and the GIS systems
- Design and delivery of spatial information solutions based on customer requirements.
- Design of data models and data repositories.
- Developing and maintaining data extraction and transformation routines.

KEY RELATIONSHIPS:

    Internal: Council Business units

    External: ICT Vendors

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
RESPONSIBILITY

LEVEL 5

Level 5 Supervisors, Team Leaders and Technical Staff have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.	• Evidence of promotion of, and conformance with, Council policies and procedures
• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.	• Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. • Analysis of accident/incident trends • Regular team meetings • Use of the hazard reporting process
• Commitment to WH&S	• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
• Undertaking accident/incident investigations	• Evidence of documented and signed accident investigation forms
• Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.	• Regular meetings with WH&S rep
• Improving health and safety performance	• Initiating action based on audit, inspection results and feedback from staff
• Undertaking regular inspections to assist in the identification of hazards	• Development of a schedule of inspections • Completed inspections
• Attending health and safety meetings	• Evidence of signed/ documented minutes
• Providing new employees with Health and Safety induction training and specific job training where required	• Employee inductions complete. • Evaluation of induction by employees
• Facilitating rehabilitation for injured employees	• Evidence of signed return to work programs • Selected duties register
• Ensuring employee awareness of Health and Safety management systems and specific workplace hazards	• Regular documented meetings with staff • Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
• Providing a clear definition, in writing, of all work procedures	• All work instructions are documented and provided to staff with explanation
• Developing health and safety procedures	• Development of specific procedures where required
• ge of WHS and related legislation	• Attendance at training sessions

Applicant Declaration

I, ... have read and understood the position description for the **ICT GIS Officer** as detailed in this document.

Signature: ....   Date: /   /