

## CENTRAL LAND COUNCIL JOB DESCRIPTION

<b>POSITION TITLE:</b>	Geospatial Services Team Leader
<b>POSITION NUMBER:</b>	MA001
<b>CLASSIFICATION LEVEL:</b>	CL 6
<b>POSITION LOCATION:</b>	CLC Head Office, 27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	Computer Services Manager
<b>LAST REVIEWED:</b>	August 2018

### KEY FUNCTIONS

Responsible for the coordination and provision of Geographical Information System (GIS) services to the Central Land Council, including cartographic production and GIS maintenance and development duties.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Supervise, plan and coordinate the performance of Geospatial Services Unit staff and consultants in accordance with the CLC's organisational objectives. Includes responsibility for;
  - Managing staff performance
  - Learning and development
  - Work health and safety
  - Recruitment
2. Develop and maintain business processes and procedures of the Geospatial Services Unit, including:
  - Supervision of production jobs and projects
  - Creating and maintaining CLC documentation
  - Ensure accurate and timely record keeping and change control practices
3. Supervise, plan and coordinate the development and maintenance of spatial datasets including maintenance procedures, metadata, quality assurance and conventions. Where appropriate, coordinate the integration of data from other systems into the GIS.
4. Acting as project manager, supervise, plan and coordinate the development and maintenance of CLC GIS spatial applications and systems.
5. Monitor deployment and use of GIS systems across the organisation to ensure compliance with accepted GIS standards and practices.
6. Monitor, evaluate and report to the Computer Services Manager on advances in GIS technology, data and licensing.
7. Coordinate activities with the Computer Services Manager, including regular meetings, project oversight and developments within the team.
8. In consultation with CLC staff, develop customised map products using GIS data and software.
9. Other duties that are safe, legal and logical while being within the limits of the employee's skills, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act, 1993;
- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;

- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures;

**WORKING RELATIONSHIPS**

- Reports to and receives direction from Computer Services Manager;
- Work collaboratively with all other staff of the Geospatial Services Section in making positive contributions to the CLC’s performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

**EXTENT OF AUTHORITY**

- Supervision of Geospatial Services staff.
- Financial authorisation as per the CLC Purchasing and Procurement Policy.

<b>SELECTION CRITERIA</b>	<b>MA001</b>
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**ESSENTIAL**

1. Tertiary qualification in a relevant field with work experience in GIS development *or* extensive work experience in GIS development.
2. Demonstrated experience in project management.
3. Demonstrated ability in working as part of a team under limited direction, initiating and setting priorities, responding effectively to challenges and initiating & completing projects.
4. Experience in the design or maintenance of relational databases and/or Esri Geodatabases
5. Experience in enterprise GIS system design, function and application.
6. Demonstrated ability in the effective use of a range of Windows-based applications.
7. Sound written and oral communication skills, including the ability to communicate effectively in writing with staff, clients, suppliers and contractors.

**DESIRABLE**

1. Demonstrated ability to manage a small team, including development and implementation of strategic and work plans and professional development programs.
2. Demonstrated ability in the use of Esri ArcGIS Desktop and Enterprise suite.
3. Demonstrated ability in the use of the SQL, Python GIS web development and SDK.
4. Previous experience in or knowledge of spatial modelling of ecological, land use or resource systems.
5. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

**APPROVED COPY**

Signed: .....Date ...../...../.....

**UNIT MANAGER**

Signed: .....Date ...../...../.....

**GENERAL MANAGER**

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)      Employee Signature      Date