



## ***Position Description***

<b>POSITION</b>	Land and Spatial Services Analyst
<b>SECTION</b>	Business Technology
<b>DEPARTMENT</b>	Corporate Services
<b>ESTABLISHMENT NO.</b>	BCC1751
<b>POSITION TYPE</b>	Permanent, full-time
<b>REPORTS TO</b>	Senior Coordinator Land Information and Spatial Services
<b>DIRECT REPORTS</b>	No
<b>POSITION GRADE</b>	Band 3 Level 3 Salary System Grade 17
<b>APPROVAL LIMIT</b>	\$25,000
<b>RELEASE LIMIT</b>	\$0
<b>DATE</b>	October 2019

### POSITION PURPOSE:

- Provide high level Land and Geospatial Information System (GIS) expertise to establish and deliver maximised work practices and customer service functionality
- Facilitate the development of Council's GIS and Land Information Systems and integrate complex applications to align business systems
- Analyse and lead organisational initiatives which result in innovative solutions for service delivery
- Drive the GIS land and spatial data services by developing and maintaining information management processes with an emphasis on a culture of continuous improvement and quality control throughout the organisation
- Facilitate the transfer of skills and knowledge to staff in the department and across the organisation
- Support key decision makers with transparent and analytical information
- Act in accordance with the New South Wales *Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health Safety Management (WHS) System.

**QUALIFICATIONS AND EXPERIENCE:****Essential:**

- Relevant qualification/s in information technology, GIS, spatial or surveying or relevant post graduate degree
- Extensive industry based experience working as a GIS or land and spatial analyst
- Extensive experience in the successful delivery of digital land and spatial services through the design, development and implementation of solutions
- Operational experience in land and spatial data, quality data capture and recordkeeping procedures
- Experience with the implementation and management of GIS and land systems
- Well developed and demonstrated data quality control procedures, critical thinking and analytical skills
- Experience with implementation, operation and use of an enterprise GIS system
- Demonstrated skills in writing and presenting clear and concise solutions and improvements
- Strong verbal and written communication skills
- Effective team player
- Current class C driver's licence.

**Desirable:**

- Experience with the production and publication of maps
- An understanding of legislation and systems in New South Wales for land development and cadastre management including the *Environmental Planning and Assessment Act New South Wales 1979*, land titles and Geographical Names Board guidelines
- Knowledge of spatial data sets available in New South Wales.

**AUTHORITY:**

- The incumbent has the authority to take any reasonable action consistent with the responsibilities of the position to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

**KEY ACCOUNTABILITIES:**

- Provide geospatial and land systems functional support both within a business as usual capacity and project basis
- Ensure adherence to project schedules, maintain a systems orientation and work effectively with key stakeholders including the Project Management Office and Business Technology teams to set technology priorities and conduct long-term planning
- Evidence of continuous improvement across core systems, work process design and flow and leverage the return on technological capabilities. Advise and train end users at all levels across the organisation to ensure system legislative compliance across the business
- Act as the point-of-contact between end users, GIS and land service teams and all technology stakeholders
- Develop documentation to support business use of systems and processes
- Ensure data integrity and data quality levels, documented testing of system changes, periodical analysis, reporting and design work flow for process control.

**Work Health and Safety (WHS):**

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL) and Regulations*, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately
- WHS001- Matrix is attached.

**Corporate Objective:**

- To commit to and embrace the objectives of Our Blacktown 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

**Equal Employment Opportunity (EEO):**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

**Environmental Sustainability:**

- Act in accordance with the *Protection of the New South Wales Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

**DUTIES:**

- Provide GIS and land systems functional support both within a business as usual capacity and project basis by:
  - working with key internal and external stakeholders to identify and understand issues, problems and opportunities
  - take responsibility to maintain integrity of data across GIS and land systems through quality assurance programs procedural review and audit processes
  - providing solutions for technical issues and challenges whilst ensuring best practice and standards
  - articulating Council requirements to GIS application providers
  - generating reports utilising appropriate reporting and mapping tools
  - supporting the management and integration of core GIS and land systems across Council including integration with downstream system interfaces within nominated internal teams (payroll and finance)
  - managing delivery of new functionality into the GIS environment ensuring process alignment, testing of changes and support to end users to ensure take up of new features/functions
  - managing general system administration including set up and maintenance of correct user access for GIS systems
  - ensuring systems are compliant with statutory requirements
  - performing system maintenance, including conducting the review, testing and implementation of GIS upgrades or patches

- identifying opportunities and procedures and resultantly implement approved changes to achieve maximum functionality
- acting as the point-of-contact for GIS information management enquiries
- problem-solving GIS and spatial issues.
- Identify and develop improvement across core GIS and land systems, workflows and underpinning systems:
  - assess, cleanse and map data to be fed into systems which includes maintaining data integrity by running queries and analysing data
  - ensure data standards applied across Council are accurately reflected within the GIS and land data
  - lead the configuration and set up of GIS systems to ensure users have accurate information and business reporting requirements are met
  - develop business rules and process maps that complement GIS policies and practices and meet best practice ensuring they are documented in a clear and concise format
  - in consultation with key stakeholders, seek to automate routine processes and eliminate duplication of effort through the use of greater technology across the department
  - identify operational problems in the application of GIS and land data in related systems including work practices and process changes
  - lead the process to resolve information management issues and provide advice/guidance on proper administrative and technical standards.
- Support the Land Information and Spatial Services team:
  - build strong, positive relationships with members of the land information and spatial services team by understanding individual and group needs and assisting in the achievement of current and future goals
  - develop and deliver reliable and relevant reports to internal customers
  - develop and deliver training programs (including documentation) for primary users to promote maximising the use and efficiency of GIS systems and processes
  - provide general advice to primary and secondary users in the use of the GIS and complementary systems
  - produce key resource documents for the section in collaboration with key stakeholders
  - develop user friendly reports that assist in advising senior management and supervisors in understanding and analysing their operations from a spatial perspective.

- Support to Council in general:
  - support the implementation of GIS information management projects
  - develop and deliver training programs for secondary end users e.g. online mapping service for internal and external customers
  - develop reports and analyse data for use by key decision makers.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT):

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Employee Sighted and Agreed:

Date:

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Supervisor Name (PRINT):

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Authorised by Supervisor:

Date:

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