



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Geographical Information Systems (GIS) Coordinator		
<b>Position Number:</b>	362	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Corporate and Community Services	<b>Unit:</b>	Information Technology
<b>Salary Grade:</b>	9	<b>Award Band and Level:</b>	Band 3 Level 2
<b>Position Reports to:</b>	Information Technology Manager		
<b>Staff Management:</b>	1		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	1 March 2009	<b>Date Last Reviewed:</b>	8 April 2021
<b>Version:</b>	2	<b>Document Number:</b>	DOC2015/059311

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The position forms part of the Information Technology unit.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of this position is to provide quality GIS support services and to develop and maintain the geographic information system used throughout Council.

## KEY ACCOUNTABILITIES

1. Provide quality Geographical Information System support to Council staff. In a friendly and positive manner answer and resolve user questions regarding the use of the Geographical Information System utilised by Council.
2. Provide specialist advice on Council's GIS to end users to improve service levels and corporate knowledge and understanding of the system.
3. Ensure that requests are attended to within service levels detailed in the Council Performance Management System, whilst keeping the end user fully informed of progress.
4. Develop and implement the GIS Strategic Plan to ensure it meets present and future organisational requirements, undertaking consultation with key stakeholders to encourage feedback on the operation of the system and ensure customer/client focus is maintained and improved.
5. Provide assistance in the operation and use of the geographic information system and other relevant software applications.
6. Ensure the integrity of the data input into Council's GIS is maintained at all times to ensure accuracy and ensure users are educated to the appropriate levels in the GIS to ensure that the integrity of the system and data is maintained.
7. Manage specific GIS related projects within specified time frames and participate in Council projects that require GIS skills.
8. Provide effective leadership to the GIS team, including;
  - Reviewing performance with staff, provide appropriate feedback, identifying training requirements and support to assist in achieving Team objectives.
  - Providing technical guidance to staff.
  - Facilitating the development of team goals and priorities to ensure that the team and organisational outcomes are achieved in an effective and efficient manner.
  - Providing mentoring to staff to assist in their professional development.
  - Fostering a constructive and customer focussed team environment.
9. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree in Information Technology (GIS), Geospatial science or other equivalent qualifications.
2. Demonstrated experience in a similar role including a extensive knowledge in computerised geographic information systems
3. Demonstrated sound knowledge and experience in the use of Microsoft Office, Windows based applications, Electronic Document Management systems and Customer Request Management systems.
4. Demonstrated ability and commitment to providing high quality customer service.
5. Demonstrated sound interpersonal, written and verbal communications skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
6. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and cooperation.
7. Demonstrated sound organisational skills, with the proven ability to prioritise and manage multiple tasks and complete work within agreed timeframes and team goals.
8. Demonstrated analytical, research and problem solving skills, including the ability to critically analyse issues and develop and implement appropriate solutions and exercise judgment whilst working independently
9. Current Class C drivers license.

### Highly Desirable

1. Demonstrated experience in the supervision of staff.
2. Demonstrated experience in local government.
3. Demonstrated experience in LPI/DCDB data.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: