



# Spatial Technician

## POSITION PROFILE

<b>Division</b>	Corporate Support	<b>Status</b>	Full Time
<b>Unit</b>	Information Management & Technology	<b>Salary Grade</b>	Grade 11
<b>Reports to</b>	Spatial Service	<b>Reviewed</b>	April 2021

## STRATEGIC INTENT

### 1. Increased confidence Levels

To ensure our community, employees and stakeholders believe in Council's ability to achieve its strategic outcomes, by ensuring that Council actively support creative solutions to customer problems, genuinely collaborating with customers, respecting what's important to customers by listening and evolving every day.

### 2. Improved sustainability

To ensure Council continues to deliver its strategic outcomes, by creating a future information architecture environment, so as to better support digital business (social, mobile, analytics, cloud, omni-channel and consumer driven technology).

### 3. Business Intelligence Service (including Data and Spatial Management)

The service accountable for connecting facts, objects, people and processes of interest to Council, in such a way as to optimise situational awareness, performance and benefit.

## POSITION PURPOSE

To develop, implement and deliver spatial solutions that support business processes and strategic business decisions.

To provide analysis and integration of spatial and related spatial data for the creation of spatial data sets required for the delivery of spatial solutions.

- Manage and create specific geo-databases and datasets
- Perform site suitability mapping and identifying environmental and other constraints
- Play a key role in developing and communicating spatial infrastructure layouts
- Provide spatial data and information to internal and external parties
- Liaise with contractors engaged to provide aerial photography, satellite imagery, airborne LiDAR survey and/or ground surveys
- Create, prepare, extract, transform, validate and manipulate data
- Gain and maintain knowledge of technologies and standards related to GIS.

## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Creation, implementation and maintenance of Guidelines, Processes and Work Instructions.	The relevant Guidelines, Processes and Work Instructions are kept up to date.
Be responsible for delivering on IM&T Service Strategy (Service Operations, Service Transition, Service Design and Continual Service Improvement) products and processes.	IM&T, ITIL and PRINCE2 policies, guidelines practices and processes are followed by all team members.
Set clear goals, standards and expectations and be accountable for the delivery of outcomes and behaviour.	Individual targets and work plans align to the Groups programme schedule of works. Progress is consistently measured and assessed and feedback is provided to by Team Leaders about performance and behaviour.
Participate in the Team and assist in creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort.	Be open to being provided with regular individual feedback. Be open to giving 360 degree feedback in order to stimulate creative discussion.
Change Management - Assist in the co-ordinated organisation, direction and implementation of a portfolio of projects and activities that together achieve outcomes and realise benefits that are of business importance to SSC.	IM&T, ITIL and PRINCE2 policies, guidelines practices and processes are followed.
Risk Management - Assist in the co-ordinated organisation, direction and implementation for the delivery of Risk Management in the implementation of a portfolio of projects and activities that together achieve outcomes and realise benefits that are of business importance to SSC requests.	IM&T, ITIL and PRINCE2 policies, guidelines practices and processes are followed.
Identity Management – assist in the determination of policies for who has access rights to information assets in SSC, the issuing of these rights, and the implementation and management of the consequent access controls.	IM&T, ITIL and PRINCE2 policies, guidelines practices and processes are followed.
Documenting processes and procedures and reporting on SLA compliance, IM&T Metrics, projects and other enquiries as requested by management.	Work practices, processes and documentation are updated and reports provided as required.
Working across the architecture vision, strategy and standards for SSC's enterprise data in support of its strategic goals, identifying, documenting and sharing data, information and technology models.	Innovative solutions are provided as options and successfully implemented.
Develop implement and deliver spatial solutions including reports and electronic / hardcopy maps that support business processes and strategic business decisions.	Innovative solutions are provided as options and successfully implemented.
Design, implement and maintain a spatial framework for SSC to enable the development of spatial information solutions including desktop and internet mapping solutions, hardcopy maps and location based reports.	Innovative solutions are provided as options and successfully implemented.
Provide the analysis and integration of spatial and related aspatial data for the creation of spatial data sets required for the delivery of spatial solutions.	Innovative solutions are provided as options and successfully implemented.

Work collaboratively with business analysts and a range of internal customers to define the requirements of spatial solutions.	Innovative solutions are provided as options and successfully implemented.
Strategically design, implement and administer the organisation's spatial technical architecture including spatial databases and spatial services running on Servers together with administration and support of desktop, mobile and internet GIS client applications.	Innovative solutions are provided as options and successfully implemented.
Provide specialist advice with respect to the interpretation and use of spatial data sets for business decisions.	Innovative solutions are provided as options and successfully implemented.
Keep abreast of industry trends and changes and identify opportunities for maintaining spatial industry best practice	Identify industry trends and recommend changes for maintaining spatial industry best practice.
Perform any task(s) that is not contained within this document, that is relevant to the IM&T Group and that is deemed appropriate by the IM&T management	Willingness to assist in ensuring all IT tasks are performed in order to provide an efficient service

## SELECTION CRITERIA / SUCCESS PROFILE

<b>Experience or skills</b>	Essential	<ul style="list-style-type: none"> <li>▪ A degree in GIS or similar tertiary qualification in Spatial Information Management;</li> <li>▪ At least 5 year's' experience, expert in the ESRI suite of products, including ArcMap, ArcGIS Pro and their extensions to carry out data management, analysis and presentation.</li> <li>▪ Experience with Esri ArcGIS Enterprise, including ArcGIS Server and Portal for ArcGIS</li> <li>▪ Experience in creating cartographic map outputs using ArcGIS Desktop or ArcGIS Pro.</li> <li>▪ Demonstrated ability to evaluate, store, manipulate and analyse GIS data from diverse sources while maintaining data accuracy and integrity using Esri tools.</li> <li>▪ Demonstrated use and experience with writing SQL queries.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>▪ Demonstrated understanding of key spatial data sets relevant to a Local Government Organisation including: <ul style="list-style-type: none"> <li>○ Cadastre;</li> <li>○ Infrastructure Assets;</li> <li>○ Environmental;</li> <li>○ Land Use Planning; and</li> <li>○ Aerial Imagery and how these data sets support business processes and strategic business decisions.</li> </ul> </li> <li>▪ Experience with the automation of processes and data manipulation (such as Python and Model Builder)</li> <li>▪ Experience in the development of online GIS applications, such as AGOL</li> <li>▪ Experience in administering Geocortex Essentials, preferably with 4 and 5 series products.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience in sourcing, capturing and maintaining datasets combined with knowledge of spatial data modelling and database design.</li> <li>▪ Experience in reading Deposited and Strata Plans to update the Cadastre and LIS.</li> <li>▪ Experience entering subdivisions into Property and Rating Systems</li> <li>▪ Experience in updating and maintaining the Cadastre and other related datasets using COGO</li> <li>▪ Experience performing analysis and deriving products from Lidar and NIR data.</li> <li>▪ Experience in using Geocortex products and providing user training.</li> </ul>
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## CORE CAPABILITIES

<b>Attributes</b>	<ul style="list-style-type: none"> <li>▪ <b>Decision making</b> - Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</li> <li>▪ <b>Goals oriented</b> - Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</li> <li>▪ <b>Critical thinking</b> - Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li>▪ <b>Communication skills</b> - able to articulate complex and technical matters in simple terms.</li> <li>▪ <b>People skills</b> - empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.</li> <li>▪ <b>Team focussed</b> - Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> </ul>
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## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborative</b> – we are a united team. We work together to deliver great outcomes for our community.</li> <li>▪ <b>Achieve</b> – We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.</li> <li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive.</li> <li>▪ <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

<b>Employees</b>	No direct reports. Unit structure attached.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position

<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## SPECIFIC CONDITIONS OF EMPLOYMENT

- In accordance with Council's Core Enterprise Agreement covering salaried staff, as this employee will have access to high levels of council information it is necessary that they ensure confidentiality and strictly abide by council's Code of Conduct policy.
- May be required to work additional hours to ensure availability of Council systems as and when required.
- 35 hours per week, 19 day month flexi time arrangements.