

## POSITION DESCRIPTION

# GIS DATA OFFICER

## POSITION DETAILS

<b>POSITION No:</b>	9671	<b>UNIT:</b>	City Information
<b>EMPLOYMENT STATUS:</b>	Temporary Full Time	<b>LOCATION:</b>	Council Centre
<b>DIVISION:</b>	City Innovation	<b>CLASSIFICATION:</b>	MO Level 2

## OBJECTIVES

### MISSION STATEMENT

Working together to make Hobart a better place for the community.

### DIVISION OBJECTIVE

To deliver measurable operational improvements for the City of Hobart through managing, innovating and optimising the use of contemporary city-wide technology, information, process and portfolio management practices.

### POSITION OBJECTIVE

The role is responsible for the accurate administration, maintenance and adjustment of spatial and entity data across the City including (but not limited to) roads, parks, building, storm water, solid waste and bushland assets utilising Council's Geographic Information Systems (GIS) and other Council information systems that hold both structured and unstructured data.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Prepare map and structured data outputs from GIS and related data-sources using a range of spatial and non-spatial system integration techniques.
- Process structured data, ensuring consistent, standardised and accurate data holdings of assets Council has an interest in (or is responsible for) across Council's information systems including the GIS.
- Determine spatial data anomalies and provide field data collection requirements to Asset management Units and for Project handover purposes.
- Undertake data adjustment and data auditing tasks (within the organisation's structured and unstructured data holdings).
- Undertake data cleansing tasks (on the organisation's structured and unstructured data holdings).
- Support and participate in spatial and data projects at a unit and organisational level as directed to ensure operational and analytical requirements of the city.
- Maintain GIS and related project documentation according to current implemented standards.

**Work Health & Safety:** To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## **ORGANISATIONAL RELATIONSHIPS**

### **REPORTING RELATIONSHIPS**

**1. INTERNAL**

The GIS Data Officer reports to the Principal Advisor Spatial, Intergration and Data Management.

**2. EXTERNAL**

The role will liaise with various external providers, consultants, unions, legal representatives, recruiting resources, other Councils, the State Service, peak bodies, government training authorities and agencies.

## **SELECTION CRITERIA**

1. Completion of (or currently completing) tertiary qualifications or relevant experience that demonstrates an understanding of GIS principles, practices and data constructs.
  2. Demonstrable attention to detail in managing spatial, sequential and categorised data.
  3. Proficiency in manipulating data in Excel and the ability to apply these skills to relating GIS data to external data from a variety of information systems (such as Asset or Project Management Information Systems).
  4. Demonstrated ability to solve problems and to acquire a competent level of skills in spatial software packages used by City of Hobart including ESRI and Geocortex.
  5. Well-developed verbal and written communication skills enabling effective outcome-focused team collaboration.
  6. Capacity to competently use standard business software packages such as Word, Teams and Outlook.
  7. Current Drivers Licence and Police Check.
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