

## Position Description

<b>POSITION TITLE:</b>	Trainee Geographic Information Systems (GIS) Officer
<b>DEPARTMENT:</b>	Engineering Services
<b>SECTION:</b>	Assets
<b>CLASSIFICATION:</b>	Band 1 Level 1
<b>REPORTS TO:</b>	Manager Assets
<b>DATE OF LAST REVIEW:</b>	26 February 2025

### PURPOSE OF THE POSITION

To assist Council's Senior GIS Officers to accurately create, maintain and ensure the integrity of Council's spatial datasets and related databases, and to assist the wider Assets team with day to day tasks.

### SELECTION CRITERIA

#### Essential

1. Interest in maths/science/engineering related subjects.
2. Interest and/or demonstrated skills in IT/computers.
3. Willingness to undertake a Council supported training program.
4. A commitment to safety, customer service, teamwork and workplace equity and diversity.
5. Excellent communication and interpersonal skills.
6. Analytical and problem-solving skills and attention to detail.
7. Residence in the Nambucca Valley Council area.
8. Australian/NZ Citizenship or permanent residency.

#### Desirable

9. Understanding of Enterprise Database Management Systems and SQL.
10. Ability to interpret engineering, subdivision and work-as-executed plans.
11. Proficiency using GIS application software.
12. Understanding and knowledge of spatial data capture or CAD techniques.
13. Understanding of asset management principles.
14. Demonstrated experience in ESRI ArcGIS Pro.
15. Demonstrated knowledge of enterprise database systems such as Microsoft SQL Server.
16. Drivers licence.

## KEY RESPONSIBILITIES

- Create, maintain and retrieve spatial datasets.
- Perform analysis to create new spatial datasets.
- Create digital and hardcopy cartographic or spatial products.
- Ensure spatial data is accurate, precise and topologically valid.
- Operate ESRI ArcGIS Pro software and ArcGIS Enterprise.
- Retrieve new subdivision plans and 88B documents from the Department of Lands.
- Maintain cadastral datasets when new subdivision plans are registered.
- Improve cadastral datasets and associated datasets to a survey accurate standard.
- Maintain the Property System and Street Register.
- Ensure urban street numbering and rural road numbering is correct and up-to-date.
- Process enclosure permits and licences.
- Maintain sewer and water datasets.
- Maintain roads, bridges and drainage datasets.
- Assist the Surveyors with field surveys.
- Assist the Asset Manager or Engineering Services staff to collect and validate asset data.
- Liaise with the Asset Manager regarding maintenance of the Asset Management System.
- Create and maintain additional datasets for the Engineering Services department as required.
- Undertake GIS projects for the Engineering Services department.
- Maintain Local Environmental Plan (LEP) datasets.
- Prepare LEP maps.
- Create and maintain additional datasets for the Environmental and Planning department as required
- Undertake GIS projects for the Environmental Services department.
- Provide advice and first level support to user of GIS desktop and web client software.
- Install and upgrade GIS desktop software.
- Check processes and log files to ensure automated geodatabase and daily GIS backups successfully complete.
- Assist with the day to day tasks within primarily the Assets section or other section as directed.

**OTHER KEY CORPORATE RESPONSIBILITIES**

Work Health and Safety	<ul style="list-style-type: none"><li>• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm.</li><li>• Participate in development of safe work methods and risk assessments with your supervisor when required.</li><li>• Actively participate in WHS inductions and training when required.</li><li>• Wear personal protective equipment (PPE) in the prescribed manner and when specified.</li><li>• Participate in workplace inspections if required.</li><li>• Take care of any plant or equipment of any kind, including computer and other telecommunication devices.</li><li>• Participate in emergency preparedness training, including any required knowledge for business continuity plans.</li><li>• Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate).</li><li>• Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences.</li><li>• Report all injuries/illnesses to the General Manager (or delegate) immediately.</li><li>• If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.</li><li>• Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).</li></ul>
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

## OUTPUT MEASURES

- Satisfactory progression through approved study and training program.
- Satisfactory development and application of technical geospatial and asset management knowledge.
- Enquiries, reports, investigations and correspondence are acted upon within an acceptable time.
- Projects are completed on time and within budget.
- Satisfactory development and application of knowledge in relation to statutory and legislative requirements relevant to Council operations.
- A positive image of Council perceived in the workforce and community.
- Compliance with the requirements of the Work Health and Safety Act.
- Minimal duplication of duties.
- Efficient utilisation of resources.

## COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

<b>Professionalism</b>	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning.
<b>Accountability</b>	Take responsibility for own actions, act in line with legislation and policy and be open and honest.
<b>Community Focus</b>	Commit to delivering customer and community focused services in line with strategic objectives.
<b>Teamwork</b>	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity.
<b>Safety</b>	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community.
<b>Value for money</b>	Achieve results through efficient use of resources and a commitment to quality outcomes.

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: