



Position Description

POSITION TITLE:	Senior Geographic Information Systems (GIS) Officer
DEPARTMENT:	Engineering Services
SECTION:	Assets
CLASSIFICATION:	Band 3 Level 2 Grade 13
REPORTS TO:	Manager Assets
DATE OF LAST REVIEW:	10 March 2026

PURPOSE OF THE POSITION

Co-ordinate the implementation and ongoing maintenance and integrity of Council's Spatial Assets and Land Information System databases.

SELECTION CRITERIA

Essential

1. Tertiary qualifications in spatial sciences
2. Extensive experience in a GIS-related role, with proficiency in GIS application software
3. Understanding of asset management principles
4. Experience in property system application software
5. Demonstrated knowledge and ability with enterprise database systems
6. Demonstrated knowledge and ability with Microsoft SQL
7. Experience in and knowledge of data capture or CAD techniques
8. Ability to interpret engineering, subdivision and work-as-executed plans
9. Demonstrated ability to design and deliver custom GIS training courses to staff
10. Strong analytical and problem-solving skills and attention to detail
11. Excellent communication and interpersonal skills
12. Manage and deliver assigned projects in a timely manner.
13. Perform other duties as reasonably directed by the Manager
14. Current Class C Drivers licence
15. White Card – General Construction Induction

Desirable

16. Proficiency in ESRI Arc GIS

KEY RESPONSIBILITIES

- Develop, maintain and manage Council's GIS databases, ensuring data accuracy, integrity, and compliance with relevant standards
- Ensure the integration of spatial and aspatial databases including property, cadastral, assets and other databases as required
- Ensure the ongoing implementation and development of the GIS application software
- Provide expert GIS support for various projects, including spatial analysis, data modelling, and map production.
- Create and present geospatial reports and presentations to support decision-making processes.
- Maintain Council's property system
- Undertake computer aided drafting
- Prepare plans as required including master plans and zoning plans
- Identify training needs of GIS users and provide expert technical training, advice and practical support to all users to ensure effective utilisation of GIS applications and system capabilities
- Provide input into spatial data management policies and procedures
- Prioritise and allocate resources to complete tasks as required
- Provide input to budget development
- Stay updated on the latest developments in GIS technologies and methodologies, and lead the adoption of new innovations where relevant.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> • Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • 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. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
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 a 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

- Integrity of data ie property information, cadastre and asset data
- Accurate and up-to-date property information
- Accuracy of cadastre and other layers
- Effective consultation with stakeholders for software enhancements
- Efficient and accurate production of plans
- Staff training requirements identified and training delivered
- Effective and timely advice and support given to users
- Effective and timely resolution of GIS issues
- Daily availability of GIS
- The image of Council is projected and promoted as being efficient, courteous and customer focused
- Minimal duplication of duties and efficient utilisation of resources
- Regular status reporting of outstanding tasks
- Effective security, backup, storage and retrieval of Council GIS data

COUNCIL VALUES

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

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