

GIS Coordinator

Position Outline


Position	GIS Coordinator
Work Location	23 West Street
Directorate	Corporate Services
Section	Asset Management
Reports to	Manager IT
Annual Salary Band	\$101,276.00 - \$107,495.00
Classification	Level 6, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

This position supports Council's direction by managing the maintenance, integration and development of an efficient corporate Geographical Information System. The position will collaborate with other staff members across Council and other agencies, actively seeking and using information to ensure that mapping data is reliable, support Council's services and meet community needs and objectives.

POSITION REQUIREMENTS

- Ability in presenting and reporting financial information
- Ability to effectively operate Council's computer systems including AutoCAD, finance record keeping, customer request, mapping and the MS Office Suite.
- Ability to identify initiatives that will result in spatial (GIS) information management being carried out in the most efficient and effective manner.
- Demonstrated ability to make decisions on complex issues having regard for all relevant policies, objectives, budgets, corporate direction and stakeholder impact.
- Demonstrated skills to apply developed practices and procedures to resolve problems and develop other solutions using initiative and creativity to promote solutions.
- High level of confidentiality and ability to exercise discretion in a professional manner essential.
- Solid time management, planning and organisational skills.
- Specialist skills exercised within a multi-discipline operation of computing/spatial science and/or engineering.
- High level communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated knowledge of departmental programs, policies and activities.
- Detailed understanding of strategic and political awareness in dealing with conflicting perspectives and exercising judgment in achieving resolutions, Council corporate goals and departmental business plan objectives. Have an appreciation of long term goals and objectives of Council and an understanding of the social and political framework in which Council functions.

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- High level of computing knowledge including Microsoft Suite of programs, programming languages (VBA/MapBasic/SQL) and SQL databases.
 - Experience in a local government or similar environment desired.
 - Experience in undertaking duties of innovative and/or critical nature with little or no direction.
 - Knowledge of GIS and data management systems.
 - Must possess and maintain a current Queensland “C” Class motor vehicle drivers licence.
 - Strong stakeholder management, communication and presentation skills.
 - Substantial work experience relevant to the position desired.
 - Tertiary qualifications in an appropriate discipline together with minimum 4 years relevant experience in the maintenance and development of asset data collection and asset management systems or other similar systems.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Analyse need requirements, develop and deliver training in the use of GIS to Council staff.
- Assist with the achievement of financial and performance targets within the Infrastructure Services department.
- Develop and maintain an GIS which integrates with existing information technology systems where practicable i.e. the City’s Financial System (Civica).
- Develop custom tools and applications to efficiently manage the use, storage, analysis and reporting of Council’s corporate spatial (GIS) data set.
- Ensure the integrity, accuracy and currency of DCDB property information and other dynamic datasets within the GIS.
- Formulate, develop and manage methods to automate and standardise the provision of information to customers through the use of GIS.
- Undertake other relevant duties as directed, consistent with skills, competence and training.
- Assist in the development and management of the Infrastructure Services departments’ budget.
- Ensure Corporate goals are considered in the development and delivery of best practice infrastructure asset management.
- Evaluate existing manual and computer based asset management practices and make recommendations for improvements to current practices.
- Identifying sources of spatial data and developing and maintaining data access agreements with suppliers of data at a national, regional, state and local level.
- Liaise with the community, elected members, staff, public utilities and other agencies on technical issues.
- Liaise with State Government agencies and other Local Authorities on issues affecting the City.

Council reserves the right to change these duties at any time.



KEY PERFORMANCE INDICATORS

- Accountable for positive health and safety practices.
- All assigned tasks completed professionally and on time.
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council.
- Consistently meets corporate obligations.
- Develops, promotes and complies with council policies and procedures.
- High level of confidentiality maintained.
- High level of customer service evidenced.
- High level of participation and commitment to team outcomes.
- Provision of professional advice in accordance with relevant legislation and recognised industry standards.
- Regular and systematic performance reporting to the Director Corporate and Community evidenced through the completion of projects within agreed timeframes and budget.
- Other targets as outlined in a Performance Review are achieved.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	24 October 2024
Review Date	24 October 2025
Contact	Human Resources
Closing date	29 January 2025