



## JOB DESCRIPTION FORM

### Position details

Position title	GIS Officer
Classification/Level	Level 4
Award/Agreement	Public Sector Award 1992, Public Service and Government Officers General Agreement 2014 Department of Fisheries Agency Specific Agreement 2014 Public Service Allowances (Fisheries and Wildlife Officers) Award 1990
Position number	21738
Branch	Geospatial
Division	Strategy and Aquatic Resources
Physical location	Perth
Effective date	24 October 2016

### Reporting relationships

This position reports to Manager Geospatial Services 1872 Level 7.

Direct Reports to this position: 0.

### About us

The Department of Fisheries manages Western Australia's fish, marine and the freshwater fisheries and the habitats on which they depend. We aspire to be recognised and respected by the WA community for our leadership in fisheries and aquatic resource management. The Department's purpose is to deliver sustainable management and development of the State's fisheries and aquatic resources by being responsive, resilient and results-focused.

The major objectives of the Department are to:

- Ensure WA's fish stocks and aquatic ecosystems are sustainable
- Achieve an optimum balance between ecological, economic and social considerations in management decisions that deliver sustainable fish stocks and aquatic ecosystems
- Promote effective strategic alliances and community stewardship
- Achieve effective and efficient use of resources to support the delivery of business outcomes

## Our values

- **Excellence** in everything we do
- **Unity** by working together for a common purpose
- **Respect** through working with integrity and courtesy
- **Innovation** by developing new ways and embracing change
- **Leadership** by showing the way

## Objectives of position

- Provides a mapping service for the provision of high quality cartographic mapping products for reports and presentations.
- Capture, maintenance and validation of Department custodial datasets.
- Assists with the development and upkeep of guidelines for data capture procedures.
- Assists with facilitating and conducting basic GIS training and provision of help desk services to Departmental staff as required.
- Facilitate agency spatial data exchange.

## Key responsibilities

- Manages staff requests for the provision of high quality cartographic mapping products for reports and presentations.
- Capture, maintain and document departmental corporate datasets.
- Assists with the administration of the Department's web mapping applications.
- Assists with the development and upkeep of guidelines for data capture procedures in accordance with standards and specification.
- Facilitate agency spatial data exchange.
- Develop and maintain a working relationship with project clients and departmental users of GIS.
- Actively participates in the formulation and contribution to establish new and improved GIS processes.
- Assists with interdepartmental technical coordination and support
- Assists with the development of education and training programs for GIS users and instructs departmental staff in these procedures.
- Assists with the implementation of policies on the use of GIS within the Department.
- Other duties as required.

## Work related requirements

### Essential

1. Possession or progress towards tertiary qualification in geographic information science, or related discipline and/or relevant experience in this field.
2. Demonstrated high standard of interpersonal and communication skills.
3. Demonstrated organisational and analytical skills.
4. Ability to prepare and maintain guidelines for data capture procedures.
5. Proven ability to produce digital cartographic maps and dataset products including knowledge of datum's projections and transformations.
6. Knowledge of contemporary web mapping applications, open GIS standards and their role within an enterprise GIS.
7. Proven ability to capture and maintain departmental corporate datasets.

### Desirable

8. Experience in the application of GIS within a marine and/or natural resource management context.

## Special equipment/requirements

### Essential pre-employment requirements

Nil.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

## Division Head

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/11/16

Position Title: \_\_\_\_\_

DDG.