



GIS Analyst Assistant

POSITION DESCRIPTION FORM

Region / Portfolio:

Technology

Directorate / Command / District / Division:

Platforms and Services

Work Unit:

Geographic Information Systems (GIS)

Position Description Number:

Generic 260

Level:

Level 3

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Identifies, assesses, acquires and manipulates spatial data to ensure data completeness, currency, quality and integrity. Assists with the maintenance of GIS systems used in the agency and supports users of these systems. Produces simple custom spatial analyses and visualisations.

Role of Work Unit

The role of the GIS Unit is to provide extensive and timely access to a wide range of spatial and non-spatial data, spatial analysis, spatial visualisation tools and mapping. The unit works closely with internal business areas such as Data Science and Analytics, State Intelligence, Technology and external providers to source, structure, store and deliver data, and has a critical role in the management, development and implementation of the GIS components of major and critical IT systems within the agency. The unit supports tactical operations, Landsar and Emergency Response by supplying GIS capability and staff during live incidents. The unit also fulfils ad hoc requests for spatial analyses, visualisations and mapping which cannot be met using the available self-serve tools.

Externally, the GIS Unit represents the interests of Western Australia Police Force in applicable forums, Western Australian Land Information System (WALIS) Council and is a primary liaison between the WA Police Force and other organisations for GIS related issues.

Reporting Relationships

This position reports to:

- Executive Manager, GIS

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Spatial Data Management, Analysis and Visualisation (75%)

- 1.1 Analyses, manipulates and verifies spatial data to meet the quality, accuracy and integrity requirements of the agency's GIS system.
- 1.2 Investigates and resolves anomalies with the integration of spatial data within the agency's GIS platforms, systems and environments.
- 1.3 Maintains and updates data required for the storage and maintenance of spatial data.
- 1.4 Liaises with internal and external clients at all levels to identify and analyse data requirements, and to facilitate the appropriate use of spatial information.
- 1.5 Produces customised spatial data analyses and visualisations to meet user requirements.

2 GIS System Maintenance and Improvement (10%)

- 2.1 Contributes to the administration and maintenance of GIS platforms.
- 2.2 Executes test scripts and writes test reports.
- 2.3 Participates in the assessment of requests for system changes or new data.
- 2.4 Participates in technical reviews of the development or maintenance of, or enhancements to, spatial analysis and spatial visualisation tools.
- 2.5 Participates in continuous business improvement.

3 Research and Analysis (5%)

- 3.1 Researches spatial data management, spatial analysis and spatial visualisation issues.
- 3.2 Identifies and analyses spatial data requirements to facilitate the appropriate use of spatial information and GIS systems.

4 Stakeholder Management (5%)

- 4.1 Consults and liaises with management and personnel at all levels to understand business requirements and provides advice and guidance on matters relating to spatial data, spatial analysis and spatial visualisation.
- 4.2 Liaises and collaborates with other business areas in relation to GIS matters.
- 4.3 Participates in meetings and workshops, provides timely and accurate advice, and attends to general and straightforward enquiries from personnel throughout the agency.

5 Other (5%)

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 5.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 5.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Capability in GIS

Understanding and applying GIS software and concepts to the maintenance and management of large, complex spatial data sets. Identifying the appropriate tools and data for fulfilling basic spatial analysis requests. Using GIS tools to create simple but effective spatial visualisations

Ability to extract, transform and load

Identifying and employing database tools to access and extract data stored in a range of databases. Using database tools to select, filter, manipulate and transform spatial and non-spatial data

Analytical and problem solving skills

Interpreting requests for spatial data, analysis or visualisations and proposing appropriate options and solutions, and or escalating issues for resolution where required

Communication skills

Liaising with a broad range of individuals and organisations internally and externally. Consulting with clients to clarify requirements and negotiating outcomes according to time and resources available

Desirable

Capability in GIS

Using ESRI ArcGIS products including creating and using ArcGIS models. Knowledge of ArcGIS Desktop extensions, Python and/or Arcade script and ArcGIS Portal or ArcGIS Online

Ability to extract, transform and load

Using SQL

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design & Analysis	Sonia Comerford	11 December 2024
Assistant Director	Martin Botha	11 December 2024