



Job Description Form

Senior Spatial Services Coordinator

Position Number:	100338	Portfolio:	Strategy and Performance
Classification:	Level 6	Reports to:	Geospatial & Data Services Manager, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

The Senior Spatial Services Coordinator leads the Geospatial Services Team to support specialised environmental impact assessment, water and environmental science, and strategic policy functions.

The role provides leadership in the management and use of spatial information, including administering spatial databases, coordinating team resources and work plans, and acting as the key escalation point for spatial service delivery. It also offers expert advice to team members and stakeholders on the design, implementation, and delivery of spatial data services.

Responsibilities

In context of above description, the role:

- Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
- Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
- Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

IT Management (ITMG)

- Contributes to the development and maintenance of the Geospatial and Data Services Strategy ensuring alignment of Geospatial Services Team day-to-day workplans and activities with the department's desired strategic outcomes.
- Ensures technology platforms, operational procedures and working practices of the Geospatial Services Team are appropriately deployed and are fit for purpose.
- Collaboratively develops, monitors, and actively manages progress through staff Work Development Plans.
- Engages with and influences senior level stakeholders and project teams through programs, projects, and other change management activities, ensuring that the Team's output meets agreed levels of service and quality.
- Responsible for ensuring the Geospatial Services Team complies with relevant organisational policies, standards, and guidelines.

Enterprise IT Governance (GOVN)

- Acts as DWER's contact for internal and external stakeholders regarding day-to-day geospatial data governance.
- Ensures proper relationships are in place and executed between DWER and external parties with a valid interest in DWER's geospatial data.
- Represents the Geospatial Services Team within the department's Data Advisory Committees.



- In consultation with the Data Committees, deploys and maintains governance practices and procedures to enable Geospatial data governance activities to be conducted across DWER in alignment with the department's Geospatial and Data Services Strategy.
- Provides specialist advice to those accountable for geospatial data governance to help correct compliance issues.

Data Management (DATM)

- Performs day-to-day geospatial data management to support the development and secure operation of geospatial services.
- Takes responsibility for the accessibility, retrievability, security, quality, retention, and ethical handling of Geospatial data.
- Responsible for planning and executing the publication of departmental Geospatial data assets for consumption by internal and external stakeholders and organisations.
- Assesses the integrity of data from multiple internal and external sources and carries out, or provides guidance regarding, appropriate corrective action where necessary.
- Provides advice on the transformation of data/information from one format or medium to another.
- Develops, maintains, and implements information handling procedures.
- Enables the availability, integrity and searchability of information through the application of formal data and metadata structures and protection measures.
- Provides leadership, guidance, and oversight regarding the manipulation of Geospatial data to satisfy departmental needs.

Data Modelling and Design (DTAN)

- In collaboration with departmental stakeholders, develops standards for Geospatial data modelling and modelling techniques, advising on their application, and ensuring the Geospatial Team's compliance.
- Investigates corporate data requirements, and co-ordinates the application of data analysis, design, and modelling techniques, based upon a detailed understanding of the corporate information requirements.
- Coordinates the iteration, review and maintenance of data requirements and data models.

Relationship Management (RLMT)

- Maintains day-to-day relationships with senior stakeholders (internal and external).
- Negotiates to ensure that stakeholders understand and agree what will meet their needs, and that appropriate agreements are defined.
- Represents DWER on internal and external working groups relating to Geospatial data.

Financial Management (FMIT)

- Monitors and maintains the Geospatial Services Team financial records in alignment with compliance and audit requirements.
- Collates required financial data and reports for analysis and to facilitate decision making.

Contract Management (ITCM)

- Sources and collects contract performance data and monitors contract performance against KPIs.
- Identifies and reports under-performance and develops opportunities for improvement.
- Monitors compliance with Terms and Conditions and take appropriate steps to address non-compliance.

Artwork: Developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

We serve to make a difference | We build trust | We care | Open minds | Better together

Capabilities

This position operates in accordance with the WA Public Sector Capability Profile: Level 6

This position is also aligned to the [Skills Framework for the Information Age \(SFIA\)](#). The [SFIA Level 8 skills](#) which apply to this position are outlined below. Employees are required to demonstrate competence and development toward these, which along with the work-related requirements form the required capabilities of this position.

SFIA Skill Code	SFIA Skill	SFIA Level
Core skills		
ITMG	IT Management	5
GOVN	Enterprise IT Governance	6
DATM	Data Management	5
DTAN	Data Modelling and Design	5
RLMT	Relationship Management	5
Contributing skills		
FMIT	Financial Management	4
ITCM	Contract Management	4

Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. You hold tertiary qualifications in a relevant geospatial technology field, or you have at least five years of equivalent experience.
2. You have advanced knowledge of managing geospatial information in alignment with the policies, systems, processes, standards, and guidelines of a large spatial-data-centric organisation (*you embody the spirit of public service*).
3. You demonstrate advanced skills and experience in developing and maintaining geospatial solutions, models, and datasets within strategic frameworks and in line with tactical or project-based implementation plans (*you think through complexity*).
4. You have experience coordinating resources to deliver geospatial services to operational or project-based internal and external stakeholders (*you build capability*).

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5. You have high-quality verbal and written communication skills, with the ability to liaise effectively and negotiate outcomes with a range of stakeholders (*you dynamically sense the environment*).

Desirable

6. Practical knowledge and application of Agile delivery techniques using an industry accepted Agile methodology such as Scrum or Dynamic System Development Method (DSDM).
7. Practical knowledge and application of State Government supply and contract management procedures and regulations.
8. Prior experience working for a public sector agency.

Special Requirements

- The department will conduct a national police check before offering employment.