



GIS Analyst / Data Administrator

POSITION DESCRIPTION FORM

Region / Portfolio:

Technology

Directorate / Command / District / Division:

Platforms and Services

Business/Work area:

GIS and Data Platform Management

Position Description Number:

Generic 227

Level:

Level 5

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

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

Location: Perth (may be outposted for operational purposes)

Position Objective

Identifies, assesses, acquires and manipulates spatial data to ensure data completeness, currency, quality, industry standards and integrity. Develops and maintains Geographic Information System (GIS) systems used in the agency, including supporting and training users in the use of these systems. As a GIS subject matter expert, produces complex custom spatial analyses, visualisations and mapping for use within the Western Australia Police Force and in court.

Role of Work Unit

The role of the GIS and Data Platform Management 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 the WA 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, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Key Accountabilities

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

- 1.1 Analyses, manipulates, loads and verifies spatial data to meet the quality, accuracy and integrity requirements of the agency's GIS systems.
- 1.2 Investigates and resolves anomalies with the integration of spatial data within the agency's GIS platforms, system and environments.
- 1.3 Undertakes acquisition and distribution of spatial data for the agency.
- 1.4 Produces customised spatial data analyses and visualisations (cartographic design and high-quality map production for court and other uses, processing of drone imagery) to meet user requirements.
- 1.5 Maintains, develops and enhances high-quality geospatial web and mobile mapping applications and services.
- 1.6 Reviews and analyses products created by unit staff to ensure accuracy and completeness.
- 1.7 Applies data analysis, data modelling and quality assurance techniques to develop and maintain automated performance analysis and reporting mechanisms.

2 GIS System Maintenance and Improvement (10%)

- 2.1 Administers and maintains GIS platforms.
- 2.2 Executes test scripts and writes test reports utilising tools such as ESRI and Python script.
- 2.3 Assesses requests for system changes or new data such as GIS web and mobile applications.
- 2.4 Reviews (quality controls) the development or maintenance of, or enhancements to, spatial analysis and spatial visualisation tools.
- 2.5 Performs database and systems administration functions, conforms to security and risk protocols, monitors system performance and monitors server performance and utilisation.
- 2.6 Installs or oversees the installation of software patches and updates and performs software licence management functions.
- 2.7 Participates in continuous business improvement, adheres to industry best standards for software and documents development projects.

3 Research & 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.
- 3.3 Analyses trends internally and externally to identify opportunities to enhance agency operation.
- 3.4 Develops and implements training plans and provides technical expertise to support users.

4 Stakeholder Management (5%)

- 4.1 Consults and liaises with management and personnel at all levels to understand business and functional requirements, to ensure applications and work products meet customer needs.
- 4.2 Provides advice and guidance on matters relating to spatial data, spatial analysis and spatial visualisation.
- 4.3 Liaises and collaborates with other business areas and external stakeholders in relation to GIS matters such as the planning, design, development, configuration, testing, implementation and maintenance of GIS applications, web and mobile portals and associated backend processing modules.
- 4.4 Participates in meetings and workshops (including presentations), provides timely and accurate advice and attends to inquiries from personnel throughout the agency and external to the agency (for example Department of Fire and Emergency Services (DFES), Computer Aided Dispatch (CAD) requirements, State Operations Command Centre (SOCC) and Major Events Coordination Unit).
- 4.5 Understands business requirements, works closely with business stakeholders and delivers solutions that are coordinated to the desired business outcomes.

5 Other (5%)

- 5.1 Understands and complies with information security policies and procedures to mitigate areas of information security risk by ensuring the integrity, confidentiality, availability and security of information holdings/systems
- 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

Ability to manage the acquisition, manipulation and analysis of high-quality, reliable and appropriate spatial and spatially-related data, under minimal supervision

Ability to design, develop and implement database structures and manage large spatial and spatially-related datasets

Ability to develop and implement creative and innovative solutions to users' spatial data and spatial analysis requirements

Communication skills

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

Using sophisticated GIS software. Providing data management and manipulation are accomplished using ArcGIS tools, and spatial databases.

Being instrumental in the start-up phase of new projects, requiring significant database design capability.

Utilising existing infrastructure, network and budget constraints, under minimal supervision.

Liaising with a range of internal and external stakeholders including senior management. Preparing formal documents and reports of a complex nature. Developing standards and procedures.

Desirable

Capability in GIS

Using ESRI desktop applications ArcGIS pro and/or Arcmap. Understanding of other applications in the ArcGIS Suite such as ArcGIS Portal. Feature Manipulation Engine (FME) or Python scripting and understanding how these are used in ESRI ArcGIS.

Ability to extract, transform and load data

Using SQL to create and implement both simple and complex database queries. Managing SQL Server databases.

Tertiary qualification in a relevant field

Utilising and applying spatial information, mapping or information technology.

Ability to manage the acquisition, manipulation and analysis of high-quality, reliable and appropriate spatial and spatially-related data, under minimal supervision

Using sophisticated GIS software. Data management and manipulation are accomplished using ArcGIS tools, and spatial databases.

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 **Leading Others**

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant Organisational Design and Analysis	Pamela Soares	22/04/2026
Assistant Director Platform and Services	Martin Botha	22/04/2026