

JOB ROLE STATEMENT

SURVEYING DATA CO-ORDINATOR LEVEL 5

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH ASSET AND GEOSPATIAL INFORMATION **POSITION NO** P0061982

KEY RESPONSIBILITIES

Perform verification and maintenance of survey project data. Provide specialist technical support in the development and application of related guidelines and standards. Provide specialist support to survey project management team.

KEY DELIVERIES

Asset and Geospatial Data Management

- Provide specialist support in the review of the consistency, definition and completeness of engineering grade corporate spatial data.
- Provide specialist support in the integration and development of Geographic Information Systems (GIS), Computer Aided Design (CAD) and Field Survey Systems.
- Provide specialist support in extraction and provision of spatial data for Main Roads' business requirements and road asset systems currency, completeness and validity.
- Provide specialist support in maintaining the currency of the Survey Portal.
- Provide specialist technical support relating to spatial data standards, storage and retrieval.
- Contribute to the development, review and use of technical standards and guidelines associated with data management and Survey.
- Research and recommend the application of new technology in the field of spatial data management and Survey Field capture.
- Source and update external datasets used for Main Roads projects.

Stakeholder Relationships

- Provide specialist project support in the access, supply and sourcing of spatial data.
- Provide specialist technical support to external agencies e.g. Government agencies, contractors and consultants.
- Provide support to Survey Project Managers in delivery of Survey outcomes on Main Roads projects.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
SURVEYING AND MAPPING MANAGER	LEVEL 7	P0055669

SURVEYING DATA CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
		TOTAL	

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - management of spatial asset data
 - use of data processing software
 - analysis, processing and audit of spatial data
 - building and enhancing stakeholder relationships
 - written communication
- Knowledge of:
 - field survey data capture techniques and processes
 - use of survey, mapping and GIS software
 - development and deployment of standards and guidelines
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Degree in Spatial Science or Surveying, a Diploma in Spatial Information Services, or an Advanced Diploma in Surveying.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE Wayne Cannell DATE 14/1/2021
BRANCH/SECTION HEAD

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

SIGNATURE [Signature] DATE 15/1/21
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE [Signature] DATE 27/1/21
MANAGER HR BUSINESS