



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Senior GIS Coordinator

Level

6

Position Number

36329 (Nominated)

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Environmental Services

Effective Date

January 2022

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Environmental Manager, Level 8

Subordinates: GIS Officer, Level 5

Key role of this position

To lead and manage the Division's activities to deliver geospatial analysis, mapping and advisory services which enable infrastructure planning to proceed and the Public Transport Authority (PTA) to obtain environmental and Aboriginal heritage approvals.

Core duties and responsibilities

Leadership and Management

- Coordinate and manage the team that supports the Division's environmental and infrastructure planning and delivery functions to ensure geospatial analysis, mapping and advice is delivered in an organised and timely manner.
- Build effective working relationships with a range of internal and external stakeholders and effectively communicate Geographic Information System (GIS) capabilities.
- Encourage and facilitate collaboration to identify efficient and effective ways to complete processes, workflows and projects.
- Lead the Division's strategic planning on GIS requirements and projects.
- Maintain up-to-date knowledge relating to mapping systems and be pro-active in the formulation and establishment of new and improved products and processes.

Data Management and Governance

- Identify and develop standards and processes within a GIS governance framework to ensure all data is accurate, current and compliant with prescribed standards.
- Continuously improve data management, processes and workflows.
- Develop and deploy geospatial enabled web mapping applications using common GIS tools such as ESRI.
- Maintain a high-quality Geographic Information System and geospatial web mapping applications.

Project and Contract Management

- Identify, scope, and implement geospatial analysis and mapping improvement initiatives.
- Lead GIS projects through the project lifecycle to achieve desired results.
- Plan and develop GIS project schedules and cost estimates, ensuring that projects are executed on time and within budget.
- Procure and manage contracts related to GIS services.

Other

- Represent the Division at workshops and meetings as required.
- Perform other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Extensive experience in a geographic information environment and/or a relevant qualification in Geographic Information Systems, Spatial Science, Surveying, Cartography or related discipline.
- High level expertise in geospatial data management and governance including data architecture and web mapping applications.
- Significant experience in cartographic production techniques within a digital mapping environment.
- High level understanding of data compilation and integration processes within a GIS system and complementary database environments.
- Well-developed project management skills with the ability to achieve desired results.

2. Leadership and Management

- High level expertise and experience in the coordination and management of a geospatial team.
- Experience and expertise in supervision, guidance and mentoring of staff in a team environment.
- Well-developed ability to plan and organise workloads and resources to meet agreed outcomes.
- Experience in procurement processes and contract management.

3. Communication and Interpersonal

- Well-developed interpersonal, communication and liaison skills including the ability to establish effective relationships with clients and key stakeholders.
- Well-developed written and verbal communication skills, with the ability to produce procedural documentation and deliver presentations.

4. Conceptual, Analytical and Problem Solving

- Well-developed ability to negotiate, resolve conflicts and develop practical and innovative solutions and business improvement strategies to solve complex problems.
- Well-developed research, analytical, planning and evaluation skills.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position
- Subject to integrity checks

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date