



Job Description Form

Our Purpose

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

Position Title

GIS Officer

Level

5

Position Number

36328 (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: Senior GIS Coordinator, Level 6

Subordinates: No Direct Reports

Key role of this position

To provide professional geospatial analysis and mapping advice to support the Environmental Manager and Senior GIS Coordinator enabling infrastructure planning to proceed and the Public Transport Authority (PTA) to obtain environmental and Aboriginal heritage approvals.

Core duties and responsibilities**Technical Advice and Support**

- Provide professional and technical geospatial analysis and mapping advice to support the Division's environmental and infrastructure planning and delivery functions.
- Use appropriate data analysis and cartographic techniques to undertake digital mapping activities and information processing tasks to visually present complex information.
- Develop and implement methods to perform data extracts, manipulation and analysis of geospatial information using common GIS tools and database applications.
- Provide technical advice to staff within the Division regarding mapping queries and requirements.
- Provide support to train staff in the use and operation of web mapping applications.

Data Management and Governance

- Acquire, capture and maintain geospatial data within appropriate GIS systems.
- Undertake data analysis and database management to support the geospatial information needs of the Division.
- Maintain geospatial data in compliance with prescribed standards.
- Investigate opportunities to improve data handling and production techniques.
- Assist in the development and enhancement of GIS applications, processes and standards.

Project and Contract Management

- Assist to implement geospatial analysis and mapping improvement initiatives.
- Assist in development of GIS project scopes, ensuring successful delivery of projects in a timely manner.
- Assist to 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

- Experience in a geographic information environment and/or a relevant qualification in Geographic Information Systems, Spatial Science, Surveying, Cartography or related discipline.
- Experience in digital mapping and data capture, editing and analysis tasks within common GIS applications.
- Experience in data compilation and integration processes within a GIS system and complementary database environments.
- Experience in development and use of batch ingestion and data transformation routines using ETL tools such as ESRI and FME (Desktop / Server).

2. Communication and Interpersonal

- Well-developed written, verbal and interpersonal skills, including the ability to work effectively in a team environment.
- Well-developed written and verbal communication skills, with the ability to produce procedural documentation and deliver presentations.

3. Conceptual, Analytical and Problem Solving

- Demonstrated conceptual, analytical and problem-solving skills, including the ability to interpret and analyse complex information.
- Well-developed research and evaluation skills.

4. 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