



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

OUR VALUES: Compassion, Respect, Understanding and Integrity



Senior Planning and GIS Analyst

Classification: Level 6

Division: Strategy and Planning

Position Number: 1033

Directorate: Master Planning

Location: Central

FTE Managed: Nil

Leadership Context: Personal Leadership

Award/Agreement: GOSAC/PSCSA Agreement 2022 (as amended)

About the position

The [Senior Planning and GIS Analyst](#) is responsible for providing specialist support and advice to the business, applying spatial mapping knowledge in developing and using Geographic Information System (GIS) technology to manage cemetery land and infrastructure for the Board.

About the Metropolitan Cemeteries Board

The Metropolitan Cemeteries Board (MCB) is a statutory authority responsible for the sustainable management of cemeteries in the Perth metropolitan area: Fremantle, Guildford, Karrakatta, Midland, Pinnaroo Valley Memorial Park, Rockingham Regional Memorial Park and Gnangara Aboriginal Cemetery.

The MCB is a leader in cemetery management, delivering caring and sensitive experience with burial, cremation, memorialisation, community engagement and record keeping services, and is responsible for the licensing of Funeral Directors and Monumental Masons operating at MCB cemeteries.

The [Senior Planning and GIS Analyst](#) supports the MCB's land use and infrastructure planning and cemetery management by collecting, maintaining, analysing and interpreting the MCB's geographical data. The role is responsible for designing and maintaining spatial systems and data, to create maps, performing research, and analysis including surveys using spatial information and CAD software. On a day to day basis, the role provides mapping services for site burials, memorials, landscaping, and new projects, organising surveys, and maintaining a GIS database for MCB's cemeteries and memorial parks, ensuring the organisation's viability and sustainability.

Corporate responsibilities

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours with the MCB Code of Conduct.
- Takes reasonable care to protect your own health and safety at work, and that of others by co-operating with the health and safety policies and procedures and complying with applicable work health and safety legislation.
- Performs other duties as required.



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What the position involves

Planning and Development

- Maps and assesses land suitability and generates feasibility plans and proposals for sustainable cemetery developments.
- Contributes spatial expertise and data insights to support strategic site planning and development projects, including site master plans and precinct plans.
- Develops maps and plans for approval for future use of cemetery land including infrastructure, services, works, burial and memorial developments, and renewal projects working in collaboration with the MCB Master Planning team and government agencies as required.
- Coordinates technical survey and design activities and ensures the data obtained is incorporated into detailed GIS maps and design plans for proposed projects.
- Assists with the preparation and evaluation of new tender documentation and contracts to ensure cost effective outcomes.
- Supervises external surveyors and contractors to ensure quality and cost effectiveness of work undertaken.

Spatial Management and Development

- Develops and maintains a spatial database of the Board's land and infrastructure including burial areas, memorial gardens, site significant tree registers and heritage listings, buildings and services.
- Contributes to innovation and continuous improvement in spatial mapping practices and processes to support organisational change and service delivery.
- Undertakes data analysis to provide strategic insights, including supply and demand projection modelling, to support site management and decision-making regarding future acquisitions and investment business cases.
- Conducts field inspections and investigations to support planning projects and accurate site operations.
- Consolidates and integrates historical and current detailed area plans, topography, site structures and service plans into the MCB's corporate GIS system and database.
- Compiles and/or maintains CAD maps and plans of cemetery buildings and infrastructure.
- Arranges for the collection of spatial information of the Board's cemeteries using surveying or photogrammetric techniques following established procedures.

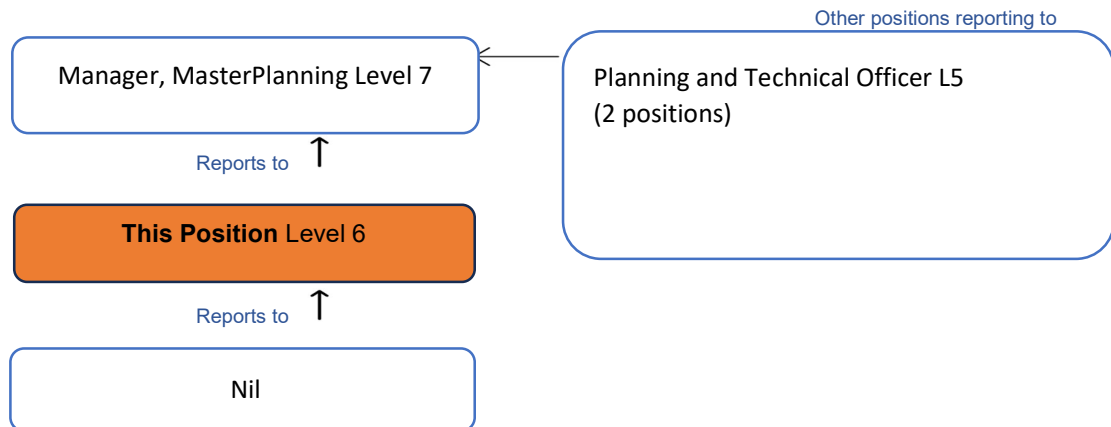
Stakeholder Liaison

- Build and maintain effective relationships and partnerships complementing both commercial and community activities with funeral directors, masons and other industry partners, key stakeholders, regional cemeteries, government agencies, community groups, Corporate Executive, team members, colleagues and customers.
- Provide strategic advice and assistance to support cemetery operations as required on spatial and mapping issues.
- Liaises with stakeholders and regulatory agencies with respect to planning and general development proposals across the MCB.
- Provides advice and assistance to regional local governments with respect to spatial mapping, database management and site design as required.
- Provides spatial data and GIS technical support and coaching to staff.



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Reporting relationships



Capabilities required – the behaviours necessary to perform the role

For this role the expected behaviours are demonstrated in the context of [Personal Leadership Context](#). The Personal Leadership context is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

- Lead collectively:
- Think through complexity:
- Dynamically sense the environment:
- Deliver on high leverage areas:
- Build capability:
- Embody the spirit of public service:
- Lead adaptively:

Work related requirements - matching the right person to the job

The selection process includes assessing applications against the role specific requirements listed below and includes the ability to demonstrate how you apply the expected behaviours.

1. **Technical Proficiency:** Tertiary qualification in Spatial Sciences, Surveying, GIS, Data or Computer Science and extensive experience in the relevant field. Extensive experience in applications such as Web GIS, ESRI ArcGIS, and AutoCAD. Proficient in spatial data management, version control, and metadata management. Experience in data analytics and integrations application, methodology and scripting language such as python, SQL scripting, and application programming interface (API).
2. **Data Management:** Strong skills in managing and maintaining GIS databases, including data collection, integration and quality assurance.
3. **Surveying and mapping:** Experience in conducting surveys and creating accurate maps for burial sites, memorials, landscaping and other infrastructure.
4. **Project Management.** Experience in planning and managing multiple complex projects.
5. **Communication skills.** Strong written and verbal communication skills, with the ability to write clear, concise reports and regulatory documents.
6. **Problem solving.** Demonstrated problem solving skills with the ability to identify potential risks, assess their impact and develop solutions.
7. **Stakeholder management.** Ability to build and maintain professional relationships with internal and external stakeholder. Experience working with diverse stakeholders including government, industry and community sectors.
8. **Building Leadership Impact.** Demonstrates the expected behaviours of the context for this role.




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Other requirements

- A satisfactory National Police Clearance check.
- A current and valid Western Australian Driver's Licence.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Certification:

Date Registered	Date Classified	Delegated Authority
15/04/2025	15/11/2025	
Janine Fox CHRO		



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