



City of
Kalgoorlie
Boulder

Position Description

Position Title: Specialist Geospatial & Business Intelligence

Position Details

Position Number	2505
Position Classification	Level 10
Status	Permanent - Full Time
Directorate	Engineering
Business Unit	Engineering Services
Work Location	Administration Building
Reports To	Manager Engineering
Supervisory Responsibility	No direct/ indirect supervisory responsibilities

Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

"Working together for the place and people we call home."

Position Objectives

The Specialist Geospatial & Business Intelligence is the City's technical lead for Geographic Information Systems (GIS), spatial data and business intelligence. The position is responsible for the administration, optimisation and continuous improvement of the City's GIS/BI environment and for leading enterprise-wide spatial data, integration and improvement projects.

The role provides specialist technical and project leadership rather than formal people management. It works across Engineering Services and the wider organisation to establish reliable spatial information, improve integration with enterprise systems, deliver dashboards and analytics, automate business processes, and support operational and strategic decision-making.

Position Accountabilities

Key accountabilities

- Lead the administration, optimisation and continuous improvement of the City's enterprise GIS and Business Intelligence environment, including ESRI ArcGIS Enterprise/Online, associated databases, services, applications and integrations, ensuring systems are reliable, secure, scalable and fit for purpose.
- Act as the City's specialist technical authority for GIS, spatial data and Business Intelligence, providing technical advice and leading the development and implementation of the City's GIS improvement roadmap, including system architecture, applications, data, integration, governance and service improvements.
- Establish and maintain effective spatial data management and governance, including authoritative datasets, enterprise geodatabases, data catalogues/data dictionaries, metadata, data ownership, spatial reference standards, versioning, lifecycle management and QA/QC to support a reliable single source of truth.
- Lead integration and automation across GIS and enterprise business systems, including ERP, asset management and other applications, using APIs, FME/ETL, Python, SQL, scripting and automated data exchange to improve efficiency and reduce manual processes.
- Analyse business requirements and deliver practical GIS/BI solutions, including spatial analysis, dashboards, reporting and data visualisation using ArcGIS, Power BI and related technologies to support evidence-based operational and strategic decision-making.
- Lead and deliver complex GIS, data and system improvement projects across multiple business units, including scope, priorities, risks, milestones, resources, documentation, implementation and handover, and manage external GIS/BI vendors and consultants to agreed technical requirements and deliverables.
- Maintain GIS/BI system performance and business continuity by monitoring system health and availability, investigating incidents and root causes, implementing preventative improvements, and maintaining appropriate technical documentation, standards and procedures.
- Provide specialist GIS and spatial-data support for Engineering and infrastructure management, including roads, kerbs, footpaths, stormwater, wastewater, traffic, survey, development, asset and other infrastructure datasets, working collaboratively with Engineering Services, PMO, Asset Management, Wastewater, Depot & Operations and other City business units.
- Identify and implement opportunities for innovation and continuous improvement, including AI, advanced analytics and emerging technologies, ensuring solutions comply with organisational governance, privacy, security and ethical requirements, and provide appropriate guidance and user training to improve organisational capability and system adoption.

- Contribute to the strategic planning and management of the GIS/BI function, including prioritisation of corporate service requests, forward work programs, budgets, licensing and resources, while maintaining effective stakeholder engagement and knowledge transfer.

Key Performance Indicators

- Complete a documented current-state assessment of the City's GIS/BI environment and deliver a prioritised improvement roadmap within the first 12 weeks.
- Maintain GIS system availability and performance at agreed service levels, targeting at least 99% system uptime and timely resolution of priority incidents.
- Deliver assigned GIS/BI projects and improvement initiatives within agreed scope, milestones and priorities.
- Implement at least three measurable GIS/BI improvements, automation initiatives or service enhancements per financial year.
- Maintain at least 95% accuracy and completeness for identified critical spatial datasets through defined QA/QC and governance processes.
- Establish and progressively maintain a spatial data catalogue/data dictionary identifying authoritative datasets, ownership, metadata and lifecycle requirements.
- Maintain effective stakeholder engagement and provide responsive, professional GIS/BI services across the organisation.
- Ensure key system configurations, integrations, procedures and project outcomes are appropriately documented to support business continuity.

Judgement & Decision Making

- Operate with a high degree of autonomy within approved policies, standards, budgets and project governance frameworks.
- Exercise specialist judgement in GIS architecture, spatial data management, integration, system configuration, automation, incident resolution and solution design.
- Assess competing business priorities, risks and dependencies and recommend practical priorities and implementation pathways.
- Provide authoritative technical advice to management, project teams, business units and external service providers.
- Escalate material operational, cyber/security, privacy, budget or enterprise architecture risks where appropriate.
- Apply relevant legislation, City policies, information governance requirements and professional standards to decision-making.

Skills & Knowledge

- Relevant tertiary qualification in Geographic Information Systems, Geospatial Science, Information Technology, Computer Science, Data/Information Systems or a related discipline.
- Minimum five (5) years demonstrated experience in enterprise GIS, including administration and optimisation of ESRI ArcGIS Enterprise/Online, enterprise geodatabases, spatial data management, data governance, versioning and QA/QC.
- Demonstrated experience in system integration, automation and business intelligence, including GIS integration with ERP/asset management systems and the use of technologies such as FME, Python, SQL, APIs, Power BI or equivalent.
- Demonstrated technical and project leadership capability, including delivery of complex GIS/data projects, management of vendors/consultants, stakeholder engagement, prioritisation of competing requirements and the ability to translate technical issues into practical business solutions.

- Strong analytical and innovation capability, including problem-solving, independent judgement and the practical application of emerging technologies such as AI and advanced analytics within appropriate governance, privacy and security requirements.
- Current satisfactory National Police Clearance.
- Current WA 'C' Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.
- Ensures all documents are recorded in accordance with the City's Record Keeping Plan, policies and procedures and attendance at all relevant training. Ensures confidentiality is always maintained. Adhere to all other lawful and reasonable directions from the employer.
- Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City Policies and Procedures.