

POSITION DESCRIPTION		
	Position Title:	GIS Analyst
	Position Number:	P00611
	Directorate:	Strategy & Corporate Services
	Service:	Business & Information Systems
	Location:	Katoomba HQ
	Date Created/Updated	1 July 2026
	Position Classification:	Band: 9

POSITION PURPOSE/OBJECTIVE

Provide advanced spatial analysis, modelling and geospatial data development services to two directorates, playing a critical role in achieving corporate strategy objectives and fulfilling Council's statutory planning obligations.

RELATIONSHIPS

Reports to Title:	Program Leader Business Systems
Reports to Position No.:	P00141
Staff Responsibility:	Nil
Key Internal Relationships:	Managers and officers in all Directorates of Council; Business & Information Systems Service; Executive Management team; Councillors
Key External Relationships:	Other councils – Lithgow, Penrith and Hawkesbury; State Government Agencies such as the Department of Planning and Environment, the Rural Fire Service and Land and Property Information; Commonwealth Government agencies – Australian Bureau of Statistics, Department of the Environment; software vendors; consultants and the public

KEY RESPONSIBILITIES

- Provision of advanced spatial analysis, modelling and data manipulation services to support Council's statutory planning, strategic and business obligations and objectives.
- Provision of specialist geospatial advice and direction within Council, externally with Council's clients and consultants, and with various government agencies.

- Develop, maintain and deliver key planning, asset, infrastructure and environmental layers within Council's GIS and ensure accuracy, currency, consistency and effectiveness of geospatial information throughout the organisation.
- Link geospatial data to asset management strategies and programs within Council's Delivery Program and Operational Plan to ensure Council's service delivery is effective, consistent and appropriate to community needs.
- Provision of geospatial data and map products associated with Council's Local Environmental Plan and its amendments in accordance with the standard technical requirements for spatial datasets and maps.
- Identify, document and predict business gaps, improvements and opportunities through the application of geospatial information technologies and practices.
- Develop and implement geospatial data procedures and projects that support Council's strategic and delivery program objectives.
- Project manage short and long term geospatial projects, including the preparation and negotiation of contracts and agreements, in accordance with the governance arrangements for the project, to ensure Council's and the community's desired outcomes are achieved.
- Work with business stakeholders as a member of a team to accurately record and translate geospatial business requirements into functionality.
- Identify training requirements, develop training packages and develop the skills within Council to maintain GIS competency levels for relevant staff and for the management of spatial resources.
- Maintain a high level of knowledge of geospatial industry products, trends and procedures.
- Maintain an appropriate level of knowledge of relevant legislation, policies and procedures to facilitate proper maintenance of Council's spatial information systems.
- Interpret and act on appropriate sections of Australian Standards and legislation as pertinent to geospatial information.
- Provide presentations and recommendations in relation to GIS including Councillor briefing sessions.
- Effectively engage stakeholders and resolve conflicting priorities.
- Provide innovative problem solving solutions for complex matters in relation to the geospatial requirements of projects and technology.
- Develop, review and provide guidance on standards, protocols and best practice for GIS software.
- Continually review and improve work methods and procedures where related to this position's work activities in regard to best practice in environmental, quality and WH&S.

GUIDING PRINCIPLES

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused, we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

WORKPLACE HEALTH & SAFETY

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

The position provides authoritative and concise specialist advice and information on spatial projects in relation to asset management and geospatial data to management and staff in an accurate, timely and unambiguous manner. When providing advice, the position will lead discussions and provide direction on geospatial matters and initiatives. The position is required to work as a member of a team and requires well-developed verbal and written communication skills.

The position requires effective interpersonal skills and will be able to effectively communicate and negotiate with internal and external stakeholders at all levels. The position must be able to describe complex technical concepts to a non-technical audience as well as effectively communicate geospatial requirements to technical specialists.

The position participates in the corporate GIS Working Group and as a member of that team is required to lead on projects and initiatives.

JUDGEMENT & PROBLEM SOLVING

The position will be required to apply analytical, strategic and methodical thinking within a regulatory environment. While operating within agreed management guidelines, the position will operate with a high level of independence and be required to have sound judgement when solving operational and technical problems when dealing with complex geospatial issues.

The position will be required to solve complex geospatial problems by research and the application of in-depth expertise. Conceptual thinking is required.

The position must be able to operate independently in a diverse workplace where competing priorities often exist. The position makes decisions in relation to work priorities within agreed project and management guidelines. Highly developed judgement and problem solving skills are used to initiate change and improve work arrangements and to assess a number of options for process improvements.

The position must be able to develop and apply geospatial strategic direction both independently and as a member of a team.

The position monitors industry and software developments and identifies potential opportunities for the application of appropriate technologies within Council.

The position needs to interpret and satisfy internal policy, legislative, and technical requirements for GIS, particularly legislation to provide professional advice to internal and external stakeholders on these matters.

AUTHORITY

The position provides input into strategy development in relation to geospatial matters. It also provides input to geospatial advice on significant investment that can have high impact within Council.

The position is responsible for the provision of sound, technical advice on geospatial matters to Council staff that influences decision making. Sound, technical advice is also provided to external clients and government agencies.

The position is fully accountable for daily decisions made in accordance with the position's responsibilities and is accountable for project based workflows and the introduction of associated improved work procedures. The position is required to complete work that has various levels of complexity.

The position will manage short and long term geospatial projects, including the preparation and negotiation of contracts and agreements, in accordance with the governance arrangements for the project.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Tertiary qualifications relevant to the position or extensive experience in a spatial analysis and geospatial data management role or similar.
- Demonstrated high level spatial analytical skills and ability in the design and development of complex spatial data models, and management of geospatial data in a corporate spatial database.
- Highly developed problem solving skills, with the ability to quickly assess statutory, project and business requirements utilising a broad knowledge of geospatial industry techniques and software solutions.
- Proven knowledge and experience in the use of GIS software tools, relational databases and SQL language such as MapInfo, Mapbasic and QGIS.
- Demonstrated ability to design and create map and digital products using knowledge of GIS and cartographic principles.
- Demonstrated ability to manage multiple concurrent projects and major tasks, dealing with competing pressures, multiple stakeholders, unplanned change and meeting tight timeframes.

- Demonstrated ability to work as a member of a team.
- Demonstrated high level oral and written communication skills, and interpersonal skills to explain, negotiate and influence complex issues.

DESIRABLE

- Knowledge of, and experience with, the business environment within which Local Government operates.
- Knowledge of LiDAR acquisition project planning and specifications, data fusion feature extraction techniques and 3D city modelling techniques.
- Knowledge of land use planning principles.
- Knowledge of asset management systems.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

Position:	GIS Analyst		
Responsible Manager/ Supervisor:	Program Leader Business Systems		
Signature:		Date:	Select date.

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level		Rating
	No Exposure		0
	Low Exposure (0 – 2hrs daily)		1
	Medium Exposure (2 – 4hrs daily)		2
	High Exposure (4 – 8hrs daily)		3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	0	Pushing loads > 5kgs	0	Frequent bending/ stooping	1	Sitting for extended periods	3
Light Manual Tasks	1	Pulling loads >5kgs	0	Repetitive Lifting	0	Standing for extended periods	0
Trunk Twisting	0	Extend arms for reaching	1	Elevating arms above shoulder height	0	Kneeling for extended periods	0
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	1	Walking for extended periods	0
Balancing	0	Crawling	0	Hearing above background noise	0	Depth Perception	0
Colour Vision	1	Fine Manipulation	0	Shoveling/Digging	0		

WORKING CONDITIONS							
PHYSICAL							
Inside Work	3	Outside Work	1	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0
Operating Machinery	0	Working Near Machinery	0	Working at Heights	0	Noisy Work Areas	0
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	3
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	0
CHEMICALS				BIOLOGICAL			
Dusts	0	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0
Gases/ Vapours	0	Odours	0	BIOMECHANICAL			
				Repetitiveness	0	Fatigue	0

ASBESTOS					
Asbestos Awareness	✓	None of the below		☐	
Class B Asbestos Removal	☐	Asbestos Removal and Supervision	☐	Asbestos Assessor	☐

USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	0	Dust Mask/ Respirator	0	Protective Eyewear	0	Ear plugs/Muffs	0	Hard Hat	0

Provide a brief description of the job requirements:
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