

GIS Officer

Position Outline

Position	GIS Officer
Work Location	23 West Street, Council's Administration Building
Directorate	Infrastructure Services
Section	Technical Services
Reports to	Technical Services Coordinator
Annual Salary Band	\$79,253.94 - \$91,146.42
Classification	Level 2-3, Administrative, <i>Queensland Local Government Industry (Stream A) Award – State 2017</i> and Mount Isa City Council Certified Agreement 2024 The commencing classification and remuneration will be determined based on the successful applicant's qualifications, experience, skills and demonstrated capability.
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

This position supports the delivery of spatial information services across all business units of Mount Isa City Council for asset maintenance, scope of works and service delivery that use information services. This role is focused on data maintenance, analysis, data export and creation of site and network specific map products.

POSITION REQUIREMENTS

- Tertiary qualification in Spatial Science and Surveying, Information Technology, Civil Engineering, Town Planning, or a related discipline (Degree, Associate Diploma, Certificate, or equivalent), or demonstrated equivalent knowledge, skills and experience in a relevant industry.
- Experience in the use of ArcGIS Suite software to maintain and manage local government datasets relating to land information and asset data is desirable;
- Experience in the use of PowerBI and Microsoft Excel for data quality assurance and validation is desirable;
- Demonstrated ability to read, comprehend and extract data from engineering drawings, subdivision plans and State Government datasets to update existing published datasets;
- Demonstrated ability to understand business needs from internal and external customers and develop suitable map products;
- High level of written and oral communication and interpersonal skills;
- Ability to apply established practices and procedures in the conduct of a range of technical activities in the fields of construction, engineering and surveying;
- Experience in database management and programming languages is desirable;
- High level ability to operate a word processor and/or other business software and be conversant with and utilise the functions of those systems and be proficient in their use;
- High level ability to operate a computer and/or programs and peripheral equipment;
- Ability to exercise limited problem-solving judgement with guidance to be found in procedures, precedents and guidelines.
- Current C class manual Driver's Licence or ability to acquire a licence prior to officially commencing in the role;

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

Geographic Information Systems and Technical Support

- Assist in documenting the business needs and support the development of mobile solutions and web applications.
- Undertake the following tasks under general direction:
 - Provide technical support for GIS and associated business systems.
 - Provide technical advice to customer enquiries and complaints handling.
 - Remain up to date with technical advances in spatial science technology and best practice in asset data management.
 - Update maps and schematic diagrams for technical reports and management plans.
 - Provide information to consultants as authorised.
 - Conduct field data capture of assets using specialised equipment (drones, ground penetrating radar, differential GPS)
 - Collect and prepare data from a variety of sources for entry into the GIS and ensure accuracy of information held with the GIS. e.g. data entry of Survey Plans, lease plans, house numbers etc;
 - Develop and improve the integrity of information held within Council's GIS and associated datasets through the use of mobile workflows, digital forms and PowerBI Dashboards
 - Problems arising in the role will be solved by examination and analysis of readily available information and the selection of an appropriate solution from a number of options
 - Ensure organizational consistency of spatial data.
 - Maintain drawing registers, technical libraries and engineering records for visibility and corporate wide access
- Review customer applications for completeness prior to technical assessment and prepare approval and notification correspondence.
- Provide and maintain high level of confidentiality and maintain professional standards and integrity.
- You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.
- Follow established work practices and procedures regarding relevant infrastructure matters.
- Council reserves the right to change these duties at any time.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

Selection Criteria

- Tertiary qualification in Spatial Science and Surveying, Information Technology, Civil Engineering, Town Planning, or a related discipline (Degree, Associate Diploma, Certificate, or equivalent), or demonstrated equivalent knowledge, skills and experience in a relevant industry.
- Demonstrated experience in the use of GIS, data analysis and business software systems to maintain, analyse and manage land, asset and technical information datasets;
- Demonstrated ability to investigate, interpret and reconcile information from historical records, engineering drawings, technical publications, business systems and stakeholder input to maintain accurate and reliable corporate information;
- Demonstrated ability to work independently and collaboratively to collect, verify and manage technical information, including undertaking field inspections, supporting spatial data capture activities, working alongside operational crews, and communicating effectively with a range of stakeholders.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.
- Please contact the nominated person on the Role Description if you require any reasonable adjustments throughout this recruitment process.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote human rights and diversity.
- All workers of Council are responsible for the wellbeing, physical, emotional and cultural safety of the children and young people who receive our services.
- All workers are expected to act in accordance with the Child Safe Organisations Act 2024, including the Child Safe Standards and Universal Principle in their physical and online interactions with children and young people, including outside the course of their work for the Council.

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- All workers are subject to the Reportable Conduct Scheme and its obligations as per the Child Safe Organisations Act 2024. Learn more about our commitment to being a Child Safe Organisation on our website.
 - ***Applicants must be eligible to live and work within Australia.***

Creation Date	25 February 2015
Review Date	19 October 2026
Contact	Human Resources 07 4747 3200
Closing date	12 November 2026