Melton City Council

Geospatial Business Analyst

Position Description

PD: 00249

A vibrant, safe and liveable
City accessible to all

CITY OF MELTON

1. Position details

Position Title	Geospatial Business Analyst
Directorate	City Delivery
Business Unit	Facilities and Asset Services
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader Asset Data
Supervises	Nil
Internal liaisons	• All Council Departments
External liaisons	• Contractors • Developers • Consultants • Government Agencies

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Develop the integration of asset data between Council's Asset Registers and Consultants for Operations business contracts.
- Provide data maintenance support for Council asset data.

5. Key responsibility areas

- Integrate Asset Management and GIS systems/registers with consultant systems for Operations contracts
- Liaise with stakeholders to gather asset data and attribute requirements
- Cleanse asset data to adhere to requirements
- Develop and map out processes for two-way provision of asset data
- Test and implement data and system integration
- Develop and document workflows

6. Accountability and extent of authority

- Carry out tasks and requirements as directed by the Asset Management and GIS Coordinator to ensure a high level of service efficiency.
- Ensure the accuracy and integrity of the assets and other spatial data within Council's Asset Management Systems
- Maintain confidentiality regarding Council information that is private or inappropriate for general release.
- Providing advice, support and assistance in their area of expertise to the team and staff in other Departments.
- Ensure quality information is supplied to internal and external liaisons.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Make recommendations relating to operational and process improvements.
- Provide solutions to problems using technical knowledge and sourcing professional advice/guidance that relate to immediate work tasks, and with regard to organisational and operational constraints.

- Make recommendations to ensure the accuracy and integrity assets and spatial information within Council's Asset Management Systems and Geographic Information Systems.
- Guidance and advice is usually available.

8. Specialist skills and knowledge

- Well-developed skills and knowledge in using desktop Geographic Information Systems (GIS) for data creation and maintenance.
- Well-developed conceptual and analytical skills with demonstrated experience in developing, assessing and implementing strategic solutions and plans.
- General knowledge of Civil Engineering and practices and ability to interpret associated drawings.
- Understanding of the long-term goals of Council's Asset Management and Geographic Information Systems business plans, strategies and other relevant policies and plans within both the unit and Council.
- Computer literacy in the use of Microsoft Office particularly Microsoft Word and Microsoft Excel.
- Experience in using relational databases and using structured query language (SQL) for data validation and analysis.

9. Management skills

- Manage own time to establish own daily objectives, priorities and task requirements.
- High degree of accuracy and attention to detail.
- Work as both a member of a team and in an unsupervised capacity.

10. Interpersonal skills

- Work in a team environment, with a positive, facilitative and pro-active approach.
- Sound communication skills, both oral and written, and ability to communicate effectively and politely with customers.
- Gain co-operation and assistance from Consultants and other Council employees
- Provide exemplary customer service.

11. Qualifications and experience

- Tertiary Qualification in Spatial Science, Civil Engineering, Business Analytics or similar with relevant experience in this field.
- Experience in and knowledge of Asset Management principles, and maintenance processes in a Local Government environment.
- Current valid Victorian driver's licence.

12. Key Selection Criteria

1. Tertiary qualifications relevant to the position (e.g. Spatial Sciences, Business Analytics, Engineering) and some relevant experience in Asset Management and GIS, or a lesser formal qualification and substantial relevant experience.
2. Demonstrated skills and experience in using desktop Geographic Information Systems for asset data management and analysis.

3. Demonstrated ability to liaise with stakeholders to gather requirements and delivery of working solutions
4. Well-developed communication and time management skills.
5. Current valid Victorian driver's licence.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Facilities and Asset Services	November 2026	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date