

Melton City Council

GIS Officer

Position Description

PD: 00658

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	GIS Officer
Directorate	City Delivery
Business Unit	Engineering 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	• Consultants • Contractors • Developers • Surveyors • 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

- Undertake execution of Geographic Information Systems (GIS Projects).
- Accurate and Timely Management of Council's Geospatial Asset Data.

5. Key responsibility areas

- Capture geospatial asset data into Council's GIS and asset management systems.
- Liaise with stakeholders to gather and maintain geospatial data.
- Cleanse asset data to adhere to requirements.
- Undertake GIS projects to assist in the visualisation, integration, analysis and management of geospatial data.

6. Accountability and extent of authority

- Carry out tasks and requirements to manage resources as directed by the Asset Management and GIS Coordinator to ensure a high level of service efficiency.
- Ensure the accurate and timely capture of Council's geospatial asset data with a regular reporting mechanism to ensure adherence to goals and objectives.
- Undertake Geographic Information Systems (GIS Projects) and provide input into the development of policy.
- Assist in the ongoing analysis, maintenance, integration and application of Council's geospatial data within GIS and asset management systems.
- Provide advice, support and assistance in their area of expertise to the team and staff in other departments, subject to regulations and policies.
- Ensure the accuracy and integrity of the assets and other spatial data within Council's GIS and asset management systems, usually limited to the quality or cost of the programs and projects being manage.
- Maintain confidentiality regarding Council information that is private or inappropriate for general release , demonstrating an investigative and analytical nature.
- 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

- The work is usually specialised with methods, procedures and processes developed from theory or precedent and make recommendations relating to operational and process improvements.
- Provide solutions to problems using technical knowledge and sourcing professional advice/guidance that relates to immediate works tasks, and with regard to organisational and operational constraints and new situations.

- Make recommendations to ensure the accuracy and integrity of assets and spatial information within Council's asset management systems and GIS systems, generally based on previous experience.

8. Specialist skills and knowledge

- Well-developed skills and theoretical or scientific knowledge in using desktop GIS for geospatial data creation and maintenance.
- Well-developed conceptual and analytical skills with demonstrated experience in developing, assessing and implementing strategic GIS solutions and plans.
- General knowledge of how GIS data may be related to civil engineering and local government practices.
- Ability to conceptualise the long-term goals of Council's Asset Management and GIS 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.
- Knowledge of geospatial databases and data formats (e.g., shapefiles, GeoJSON, KML).
- Ability to perform spatial analysis, including overlay analysis, buffer analysis, and spatial statistics.
- High degree of accuracy and attention to detail.

9. Management skills

- Manage own time to establish own daily objectives, priorities and task requirements to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Commitment to staying updated with advancements in GIS technology and methodologies and willingness to participate in ongoing training and professional development.
- Ability to manage GIS projects, including planning, execution, and monitoring.

10. Interpersonal skills

- Work in a team environment, with a positive, facilitative and pro-active approach in the administration of defined activities.
- Sound communication skills, both oral and written, and ability to communicate effectively and politely with customers also able to liaise with their counterparts in other organisations.
- Gain cooperation and assistance from consultants and other Council employees.
- Provide exemplary customer service.
- Ensure quality information is supplied to internal and external liaisons.

11. Qualifications and experience

- Tertiary qualification in Spatial Science, Business Analytics, Surveying or similar, with some relevant experience in the GIS field.
- Experience in and knowledge of GIS principles, including the analysis, maintenance and storage of geospatial data.
- Professional certification in GIS, such as GIS Professional (GISP-AP) from SSSI (Surveying & Spatial Sciences Institute), Esri Technical Certification, or other relevant certifications.

- Experience in public sector organisations, local councils, or municipal governments in can be beneficial.
- Experience with geospatial databases and data formats common in Australia (e.g., shapefiles, GeoJSON).
- Experience in using relational databases and using structured query language (SQL) for data validation and analysis.
- Current valid Victorian driver's licence.

12. Key Selection Criteria

1. Tertiary qualifications relevant to the position (e.g. Spatial Sciences, Business Analytics, Surveying) and some relevant experience in GIS, or a lesser formal qualification and substantial relevant experience.
2. Demonstrated skills and experience in using desktop GIS for geospatial data management and analysis.
3. Some experience in the use of GIS / data systems and applications.
4. Demonstrated ability to liaise with stakeholders to gather requirements and delivery of working solutions.
5. Well-developed communication and time management skills.

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

Director City Delivery

August 2025

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

