



CHARTERS TOWERS REGIONAL COUNCIL

Exceptional Service for an Exceptional Community

Information Kit

Job Title:	GIS Coordinator
Our Reference:	COR-038
Directorate:	Corporate Services
Employment Status:	Permanent Full Time
Closing Date:	4.00pm on Friday 21 November 2014
Classification:	Level 6 to Level 7 (<i>dependant on skills, experience and qualifications</i>)
Pay Rate:	\$79,210.00 to \$90,539.00 gross per annum
Award:	Queensland Local Government Officers' Award 1998 Charters Towers Regional Council Union Collective Agreement 2012

How to Apply

Applications

This position requires you to submit an application letter along with your resume. Before you compile your application letter, read through the details of the position which are listed in the section below called "Position Description". You will see that this section provides you with information about the duties of the position and also lists the criteria which you will be assessed against. Please ensure that you outline how you meet the requirements of the position in both your cover letter and resume, and include examples that demonstrate your relevant, proven experience or capacity against the dot points listed in the Position Description section "Essential and Desirable Selection Criteria" Application letters should be 1-2 pages in length.

Council will acknowledge the receipt of your application in writing after the vacancy has closed.

Short listing

A selection panel will oversee the recruitment process for each job vacancy and will typically consist of three panel members. The panel will assess your application against the criteria for the position. Applicants whose skills, experience and qualifications have best met the requirements for the position will be short listed for interview. Suitable candidates who have been short listed for interview will then be contacted by the selection panel coordinator to arrange an interview time.

Applicants who have not been short listed will be notified by Council in writing after the short listing exercise is complete.

Interviews

Candidates who attend an interview will be required to further demonstrate how their skills, experience and qualifications best meet the requirements for the position. The selection panel will ask a series of questions targeting the selection criteria contained in the position description.

The length of the interview can vary depending on the nature of the position. However, please allow yourself one hour to attend your interview.



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Candidates may also be required to participate in skills testing exercises. The type of assessment will vary according to the tasks associated with a position, and will be designed to evidence practical demonstration of skills. The type of assessments can include (but are not limited to) computer skills or machinery operation skills testing. Candidates selected for interview in roles subject to skills testing will be notified of such at the time of interview arrangement.

At the conclusion of interviews and any skills testing activities, the selection panel will contact your referees. Panel members will then recommend a candidate for the position taking into consideration your application, interview and reference checks and will notify all interviewed applicants of the outcome via telephone and confirm in writing.

All appointments to the Charters Towers Regional Council are made based on merit principles.

How long will it take?

Positions are generally finalised within 4-6 weeks of the vacancy closing date. A timeline below will provide you with an approximate guide to each stage in the recruitment process.

Stage 1 Advertising of vacancy	Stage 2 Short listing of applications	Stage 3 Conduct interviews	Stage 4 Reference checking	Stage 5 Recommendation of candidate
7 – 14 days	7 – 14 days after closing date	3 – 7 days	2 days	7 days

Throughout the recruitment process applicants will be notified of their progress at the corresponding stage.

Submitting your application

Applications for this position can be directed as follows:

Post to: Chief Executive Officer
Charters Towers Regional Council
PO Box 189
CHARTERS TOWERS QLD 4820

Email to: careers@charterstowers.qld.gov.au

Fax to: 07 4761 5344

In person to: Charters Towers Regional Council
Administration Centre
12 Mosman Street
CHARTERS TOWERS QLD 4820

Late Applications

Late applications will only be accepted after the vacancy closing date at the discretion of the Chief Executive Officer.



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POSITION DESCRIPTION

Position Title:	GIS Coordinator
Position Number/s:	COR-038
Employment Type:	Permanent, fulltime
Hours:	72.5 hours per fortnight
Industrial Instrument/s:	Queensland Local Government Officers' Award 1998 Charters Towers Regional Council Union Collective Certified Agreement 2012
Classification:	Level 6 to Level 7 (<i>dependant on skills, experience and qualifications</i>)
Reports to:	Director Corporate Services
Location:	Administration Centre
Directorate:	Corporate Services
Delegations:	In accordance with Charters Towers Regional Council's Register of Delegations

POSITION OBJECTIVE

The focus of this position is to provide high quality advice and support to the organisation by providing professional spatial services and specialist advice. This position coordinates functions and activities related to Geographical Information System (GIS) and Asset Management System in support of Council's Asset Information Management requirements and all other Information Databases whereby the data links back to a location on a map. The position will be responsible for creating, analysing and modelling new and existing datasets to satisfy internal and external customers' business needs, while also assisting in the maintenance of these systems, where necessary. All functions of the position are required to be delivered in a professional, accurate and efficient manner.

As with all positions the incumbent must model and comply with the values and standards as set out in Council's Corporate Plan.

COUNCIL VALUES

Innovation:	We are committed to using innovative methods of service delivery
Customer Service Focussed:	Our customers are the reason for our existence and the reason that we serve
Accountability:	We take full responsibility for the decisions made and the actions taken to achieve the desired outcomes for our communities
Respect:	We are mindful of the differences that exist within our society and we respect the difference that exists in people's views
Excellence:	Through the use of continuous improvement principles we will always look for ways to improve our service delivery.



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POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Responsible for enhancing, expanding and maintaining the Geographic Information System (GIS) of the Region by providing technical advice and delivery of efficient and effective customer service to internal and external clients.
2. Designs, develops and maintains GIS production schedules; monitors project status to ensure timely completion of assignments.
3. Evaluates, recommends and implements GIS policies and procedures to promote maximum efficiency and effectiveness.
4. Develops, implements and manages GIS data and organisational structure/database environment.
5. Maintains and implements map services for internet and intranet applications.
6. Manages mapping section expenditures; assists with budget management and cost control; prepares various financial summaries, consolidation reports; prepares various monthly, quarterly and annual reports as directed.
7. Coordinates with Council directorates in the development of GIS and associated software to produce, display, and analyse geographic information.
8. Ability to manage mapping section expenditures; assist with budget management and cost control; prepare various financial summaries, and annual reports as directed.
9. Other duties as directed by the Director Corporate Services.

The performance criteria associated with this position is in accordance with the relevant Work Plan.

POSITION REQUIREMENTS

Knowledge, skills and abilities:

- Minimum of 5 years experience in a GIS technical role, preferably in a local government environment.
- Substantial knowledge of, and experience with, business information systems specifically in relation to Geographic Information Systems (GIS) applications (Esri and/or MapInfo suite of products.)
- Substantial knowledge of relevant computer hardware and peripherals, including plotters and scanners.
- Substantial knowledge of cadastral, survey and civil engineering/infrastructure plans and standards, and a demonstrated ability to interpret them and translate the information into the corporate GIS.
- Substantial knowledge of office procedures, specialised equipment, cartographic/GIS standards and appropriate Council policies, state legislation and procedures relevant to the area.
- Ability to analyse, develop and implement solutions to complex problems (both technical and non-technical), standards and procedures.
- Substantial skills in adaptation to new computer technology and software packages related to spatial information and systems management, in particular awareness of alternate GIS and CAD systems (ie: MapInfo)
- Well-developed customer service, interpersonal, oral and written communication skills.
- Well-developed organisational and time management skills including the ability to prioritise work objectives on both a personal and team level.

Education/Qualifications:

- Relevant tertiary qualification in Geographical Information Systems, Cartography, Surveying, Civil Engineering or Information Technology

Licences:

- Possession and maintenance of a C class drivers licence.



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PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

Standard office setting; exposure to computer screens; may be required to work irregular work hours including evenings and weekends. Sufficient physical ability to work in an office setting and operate office equipment; to walk, stand, or sit for prolonged periods of time; to perform moderate or light lifting and carrying.

SELECTION CRITERIA

Essential:

1. Relevant tertiary qualification in Geographical Information Systems, Cartography, Surveying, Engineering or Information Technology and/or substantial relevant experience in a senior GIS related technical role.
2. Demonstrated high level experience in MapInfo, Esri or equivalent GIS software systems and spatial databases together with highly developed skills in Excel, Word and all Microsoft products.
3. Demonstrated highly developed skills with the use of information management systems, particularly as it relates to spatial information management.
4. Demonstrated proficiency with the analysis of internal and external customer needs and timely delivery of services and/or products.
5. High level of interpersonal skills including demonstrated liaison, consultation, listening and negotiation skills.
6. Demonstrated ability to consult, communicate and problem solve effectively and present a customer focused approach.
7. Possession and maintenance of a C class drivers licence.
8. Demonstrated commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.
9. Ability to demonstrate and uphold Council's Values of Innovation, Customer Service, Accountability, Respect and Excellence.

Desirable:

1. Experience in a similar role within a local government environment.
2. Experience with using the Technology One ECM Document Management System.
3. Experience with using, reporting and lifting data for manipulation from a suite of integrated financial modules.

ORGANISATIONAL COMMITMENT

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures in relation to Anti-Discrimination, Equal Employment Opportunity, Work Health and Safety, Employee Welfare, Environment, Customer Service Charter, and Information Privacy principles.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Participate in Code of Conduct training on an annual basis. Staff not adhering to the Code of Conduct will be subject to disciplinary action.



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POSITION DESCRIPTION

Records Management

Ensure under Charters Towers Regional Council's Records Management System, that all information relevant to this position is captured and stored in accordance with Council's Records Management procedure in particular, the safe storage and use of personal information collected by Council under the *Information Privacy Act 2009*.

Workplace Health and Safety

All employees have a legal obligation to comply with statutory and Council's Workplace Health & Safety (WHS) Management System, WHS policies, procedures and lawful instructions or directions given in the workplace. In particular, employees must comply with the *Work Health and Safety Act 2011* and Charters Towers Regional Council's Workplace Health and Safety Management Plan (SafePlan 3).

Employees in supervisory roles must ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within their area of responsibility. In all areas and for all personnel within your management and control, direct work to cease where the nature and degree of the health and safety risk results in an immediate and serious threat to the health and safety of any person.

Enterprise Risk Management

Act in accordance with objectives, strategies, policies and obligations arising from Council's Enterprise Risk Management Framework.

General

- Commitment to Council's Corporate Planning Documents
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position
- Conduct all business transactions in an ethical, friendly, efficient and professional manner
- Provision of quality customer service
- Delivering on the responsibilities of staff as detailed in legislation and Council's Certified Agreement

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.