



Moyne Shire Council

# Position Description

<b>POSITION:</b>	Geographic Information Systems Trainee
<b>NAME:</b>	VACANT
<b>TENURE:</b>	Full time Traineeship
<b>DIRECTORATE:</b>	Infrastructure & Environment
<b>UNIT:</b>	Assets and Contracts
<b>AWARD:</b>	Victorian Local Authorities Award 2001 and Moyne Shire Enterprise Agreement
<b>CLASSIFICATION:</b>	National Training Wage
<b>DATE APPROVED:</b>	November 2022
<b>APPROVED BY:</b>	Chief Executive Officer

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## 1. POSITION OBJECTIVE

- To assist the GIS Officer to maintain the Council's GIS and related systems for Moyne Shire Council.
- Provide exceptional service to internal and external customers relating to GIS in meeting Council plan objectives

## 2. KEY RESPONSIBILITIES AND DUTIES

- To assist GIS Officer as directed with the maintenance of both Council's own spatial information and core Vicmap datasets in respect of the Moyne Shire Local government Area.
- Participate in discussion and planning for Spatial related activities such as Aerial Photography, new spatial layers and future developments in GIS and other related systems.
- Assist to train Council staff in accessing and processing data from the GIS systems.

- Gain awareness and contribute to partnerships with various departments within Council to ensure timely maintenance of
  - property details in the GIS by providing notice of required changes to Spatial Information Infrastructure (DELWP).
  - Asset management information.
  - Municipal Public Road Register.
  - Lease, licence and Council Freehold property.
- Involvement in Mobile Mapping support to Council departments to support asset data collection.
- Provide data, mapping and spatial enablement support to both internal/external clients.
- Utilise data management and reporting skills to assist with requests for information from various Council systems including Asset Management system (on asset inventory, condition, valuation etc.)
- Assist in maintaining linkages between Council's GIS other systems such as Asset Management, Property and Rates.
- To assist with field surveying duties when appropriate.

### 3. ORGANISATIONAL RELATIONSHIPS

- Reports to:** GIS Officer
- Supervises:** Nil
- Internal Liaisons:** All Council Staff
- External Liaisons:** Government Departments, State data centre, council consultants, council contractors, other councils.

### 4. ORGANISATIONAL RESPONSIBILITIES

Responsibility	Demonstrated By
<b>a) Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide timely and professional service to internal and external customers in accordance with Council's Customer Service Charter, including:-               <ul style="list-style-type: none"> <li>– Providing informed and professional guidance and advice</li> <li>– Listening to and understanding customer needs</li> <li>– Ensuring the public image and reputation of Council as a service provider is maintained in the highest integrity.</li> <li>– Ensuring accurate and complete provision of information</li> <li>– Displaying a "can do" attitude.</li> </ul> </li> </ul>

<p><b>b) Work Environment</b></p>	<ul style="list-style-type: none"> <li>• Adherence to Council policies and procedures at all times.</li> <li>• <b>Asset Management</b> <ul style="list-style-type: none"> <li>– Be aware of and apply the principles of Asset Management</li> <li>– Have an understanding of how the tasks within this PD can improve the Council’s long-term asset management.</li> <li>– Be proactive in reporting Asset Management issues or circumstances that will assist the organisation</li> </ul> </li> <li>• <b>Occupational Health and Safety (OHS)</b> <ul style="list-style-type: none"> <li>– Comply with OHS policies, procedures and requirements.</li> <li>– Work safely and not place the health and safety of other workers, or the public at risk.</li> <li>– Actively contribute to the hazard identification process.</li> <li>– Encourage other employees and contractors to consider safety factors within the working environment.</li> </ul> </li> <li>• <b>Multi-Skilling</b> <ul style="list-style-type: none"> <li>– Adhere to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill.</li> </ul> </li> <li>• <b>Emergency Response</b> <ul style="list-style-type: none"> <li>– Supporting Council’s response in time of Emergencies, including contributing to Council’s relief and recovery efforts as required.</li> </ul> </li> </ul>
<p><b>c) Diversity</b></p>	<ul style="list-style-type: none"> <li>• Support and promote environments and services free from discrimination, harassment, bullying, violence and victimisation.</li> <li>• Take actions and display behaviours that promote inclusion, accessibility, and celebrate diversity.</li> </ul>
<p><b>d) Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Continually monitor and review practices to identify opportunities to improve: <ul style="list-style-type: none"> <li>– Efficiency, effectiveness and elimination of waste,</li> <li>– Quality of service provision,</li> <li>– The customer focus of the organisation,</li> <li>– The competitiveness of the organisation,</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- The job satisfaction and career opportunities for employees,</li> <li>- The involvement of employees in the decision making processes of the organisation</li> </ul>
<b>e) Child Safety</b>	<ul style="list-style-type: none"> <li>• Interact with children in an age-appropriate manner at all times, modelling appropriate and positive behaviour</li> <li>• Promote the safety, welfare and wellbeing of children</li> <li>• Report all disclosed, observed or suspected instances of child abuse and/or neglect.</li> </ul>

## **5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide support and contribute to the development of the GIS and Asset Management systems, which will offer information and support to Moyne Shire Council.
- Assist the GIS Officer in the development of Council's policy and procedures for GIS and links to Information Management Systems.
- Assist in implementing approved system changes to GIS and other Asset Management databases accuracy of all Council-owned GIS and Asset Management data.
- Assist with reporting of data capture/input/reporting and any perceived problems.

## **6. JUDGMENT AND DECISION MAKING**

- Demonstrate initiative and innovation when approaching all aspects of the position.
- Ability to make routine decisions about tasks being performed.
- Decisions of a non-routine nature must be referred to the GIS Officer.

## **7. SPECIALIST SKILLS AND KNOWLEDGE**

- Ability to demonstrate organisational skills and interpersonal communication skills.
- Appreciation of confidentiality, tact and discretion.
- Understanding of administrative processes/procedures.

## **8. MANAGEMENT SKILLS**

- Ability to adapt to changing priorities and work under pressure.
- Ability to use initiative in all aspects of the operations of the position.
- Ability to prioritise tasks to meet objectives within set timelines.

## 9. INTERPERSONAL SKILLS

- Ability to obtain and impart accurate information.
- Ability to work cohesively within a team environment.
- Ability to focus on customer service and satisfaction.
- Ability to communicate effectively with other staff.

## 10. QUALIFICATIONS AND EXPERIENCE

- Completed Year 12 (**STEM subjects highly regarded**)
- Computer and keyboard skills, with an understanding of MS Office software.
- Proven organisation skills with the ability to prioritize tasks and meet deadlines.
- Good communication skills, both written and verbal.
- An excellent attitude, with a desire to learn about GIS
- A current drivers licence would be preferred, but not essential.