



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Corporate Services
Position Title:	GIS Coordinator
Reports to:	Executive Manager Corporate Services
Location:	Huntly Office, Bendigo
Classification:	Band 7/8
Employment Status:	Full-time, 38 hours per week
Date:	September 2017
Ref:	NCCMA-94-143

1 The organisation

The North Central Catchment Management Authority (CMA) plays an important role in managing our region's natural resources - land, water and biodiversity and supports sustaining our region's social and economic wellbeing for future generations.

Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future.

2 Organisational Trademark and Behaviours

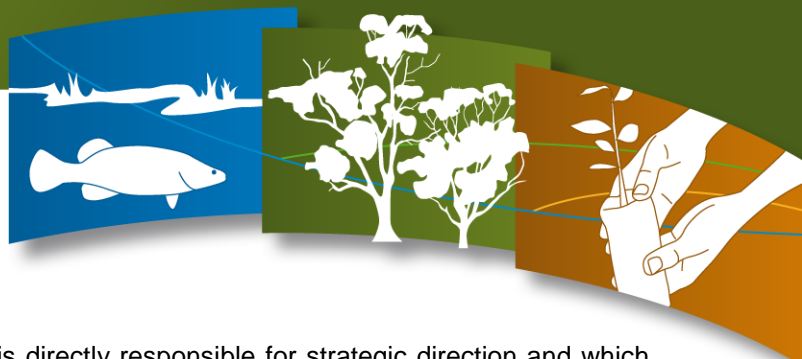
At the North Central CMA, we strive to achieve our trademark, which is to be *Knowledgeable, Engaging* and *Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- Seek to understand – embrace challenges and seek solutions
- Be honest and take responsibility – do what you say you will do
- See something, do something
- Show respect
- Actively engage

The North Central CMA's success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our trademark and can commit to these behaviours. Together with the appropriate skills and experience, this commitment is required to become a dedicated and valued member of our team.

3 Organisational objectives

The North Central CMA has been established to achieve integration in land and water management throughout North Central Victoria. This is achieved primarily through the Authority's role in developing and implementing the North Central Regional Catchment Strategy. The North Central CMA has other functions under the *Catchment and Land Protection Act 1994*, which entail the provision of advice to the Victorian Government on regional priorities for catchment management. These make up the Authority's direct business.



The North Central CMA comprises a Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority.

4 Position objectives

The GIS Coordinator is responsible for developing, maintaining and monitoring the organisations GIS Strategy. Guided by the strategy, the GIS Coordinator will provide support and advice, relating to spatial data capture, analysis and display, to all teams and projects within the North Central CMA. Additionally support for external service providers, the public and the corporate family will be required. The role will maintain overall responsibility for the effective implementation and operation of GIS software and data infrastructure, this includes managing the corporate data to ensure there is appropriate care in the collection, storage and maintenance of spatial information.

In addition, the incumbent will undertake specialist data analysis to support corporate and project planning and delivery activities, as well as the decision making and prioritisation of on-ground works and project expenditure.

The incumbent will be responsible for implementing the strategic direction of and ensuring effective implementation and operation of GIS software and data infrastructure. This includes leading the design, development and documentation of North Central CMA GIS standards and processes. The role is also accountable to ensure the use and provision of spatial data is in accordance with data licence agreements privacy legislation.

The incumbent will provide technical advice and operational support to North Central CMA staff to ensure spatial information and analysis informs the development, implementation and review of projects, programs and strategies.

The role will have input into the development and expenditure of a budget for the acquisition of GIS data, software and hardware to meet the business needs. This may involve the creation and administration of contracts within the area of responsibility.

5 Key roles and responsibilities

- GIS Infrastructure
 - To keep abreast of current GIS related developments and knowledge.
 - To maintain and/or update GIS Strategy and track its implementation.
 - To manage and oversee the design and development of the GIS infrastructure to support the use of web, desktop and mobile GIS.
 - To design and/or maintain the GIS systems to enable integration with other corporate systems (e.g. TechnologyOne or equivalent)
 - To manage and be responsible for corporate spatial data including the management (licensing, metadata and storage) of current data and acquisition of new data.
 - To provide leadership in the design, development and documentation of North Central CMA GIS standards, policies and procedures and ensure that these standards are complied with by North Central CMA staff and contractors.
 - To ensure the CMA has access to adequate GIS software and infrastructure.
 - Provides budget estimates, expenditure and manage contracts within area of responsibility.



- Strategic Support / Spatial Analysis
 - Provide specialist map production and spatial analysis to inform NRM decision making within the North Central CMA business and the broader community.
 - Provide technical advice to project managers to ensure the adequate use and capture of spatial data during project delivery.
 - Lead, through spatial analysis and modelling, the prioritisation of NRM investment and landscape restoration activities.
- Knowledge exchange (GIS Networks, new technology)
 - To coordinate provision of training, mentoring and support to GIS users within the North Central CMA.
 - To represent the North Central CMA at GIS related regional or state-wide forums.
 - Liaise with industry, kindred bodies, professional organisations and community groups to identify best practice and to maintain currency in professional and technical developments.
 - To identify opportunities for coordinated spatial data acquisition projects and large scale projects with kindred bodies.
 - To coordinate the provision of updates from external agencies and delivery of GIS data to consultants together with privacy and license controls.

6 Key selection criteria

- Degree or diploma in Spatial Science, Natural Resource Management or similar field.
- Experience and high level skills in the use of ArcGIS software – across desktop, mobile and web platforms, including;
 - Familiarity with programming logic, database management, geodatabase administration
 - Thorough understanding of GIS database development, spatial analysis and map production (cartographic design skills)
 - Experience with RDBMS (MSSQL and Access)
 - Thorough understanding of a variety of spatial data types including vector, raster, DEM and TIN
 - Thorough understanding of coordinate systems/projections.
- Excellent interpersonal skills including an ability to liaise and negotiate with a range of stakeholders and the provision of GIS training and mentoring.
- Well-developed verbal and written communication skills (including the development, review and implementation of GIS Strategy and documentation of GIS standards and processes).
- Proven project management with an ability to work both independently or as part of a team to meet tight deadlines.
- A high level understanding of natural resource management issues in the North Central CMA region.



7 Other Selection Criteria & Special Position Requirements

- A current driver's license is essential for this position.
- Overnight stays may be a requirement of this position from time to time.

8 Organisation Relationships

Reports to: Executive Manager Corporate Services

Responsible for: GIS Officer

Internal Liaisons: Project Managers and staff, IT Manager, Senior Management, Board

External Liaisons: Partner agencies, other CMA's, industry technical specialists

9 Occupational Health and Safety

- Ensure all appropriate actions are taken to observe the *Occupational Health and Safety Act 2004* and relevant legislation
- Adherence to all North Central CMA OH&S policies and procedures

10 Multi Skilling

Any employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base.

Provided that where an employee is directed to carry out any work within his/her classification band or work of a lower band, such work shall be performed without reduction in salary.

Provided further that where an employee is directed to carry out work of a higher band, the provisions of the higher duties clause of the NCCMA Enterprise Agreement shall apply.

Further information on the North Central CMA may be obtained from www.nccma.vic.gov.au.



11 Job Characteristics

11.1 Accountability and extent of authority

- Focus on Specialist Units
 - Freedom to act governed by goals and policies of organisation and by statute and subordinate legislation
 - Impact of decisions /actions may have substantial effect on the community or sections of it.
- Focus on Policy Formulation:
 - Freedom to act is wide and limited only to the areas nominated by the Employer or the corporate management
 - Advice and counsel provided is relied upon for guidance and part-justification for adopting particular policies which may substantially impact the organisation and/or community

11.2 Judgement and Decision Making

- Generally involve both problem solving and policy development
- Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaption
- Work typically requires identification and analysis of an unspecified range of options before a choice can be made
- Identification and development of policy options in their own functional area for consideration/choice by Manager/Employer

11.3 Specialist Knowledge and Skills

- Require proficiency in applying theoretical/scientific approaches in the search for solutions to new problems and opportunities that may be outside the original field of specialisation
- Understanding of long term goals of wider organisation and of its values and aspirations and of the legal, socio-economics and political context in which it operates
- Knowledge and familiarity with principles and practices of budgeting and relevant account/financial procedures

11.4 Management Skills

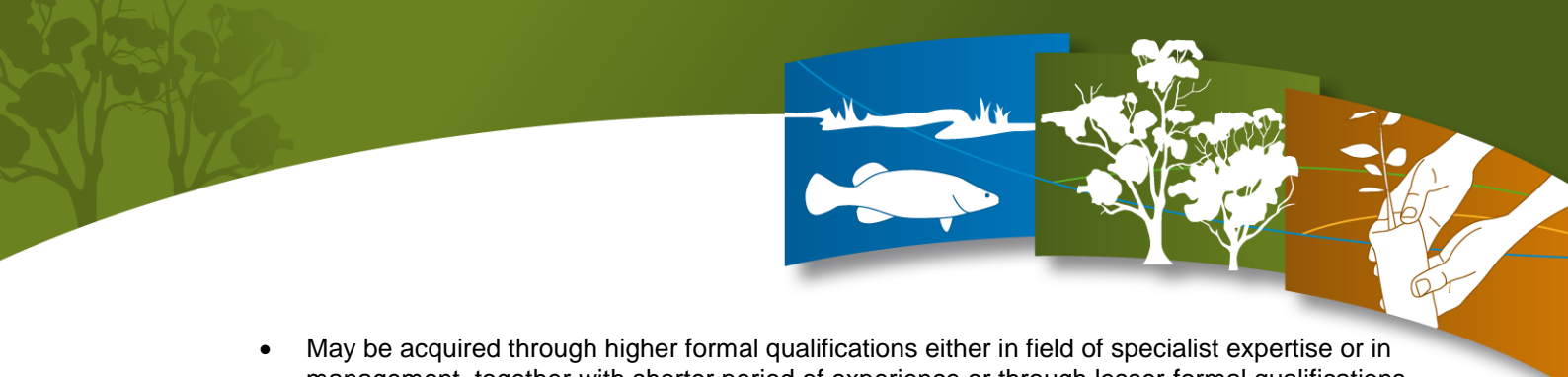
- Skills in managing time, setting priorities, planning, organising own and others work to achieve specific and set objectives in the most efficient way possible within resources available and within set timeframe
- Understanding and ability to implement personnel practices including EEO, OH&S and employee training and development

11.5 Interpersonal Skills

- Ability to persuade, convince and negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific objectives
- Ability to liaise with their counterparts in other organisations to discuss and resolve specialist problems

11.6 Qualifications and Experience

- Beyond those normally acquired through tertiary education alone
- Skills and experience typically acquired through degree/diploma course with several years of subsequent relevant experience

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- May be acquired through higher formal qualifications either in field of specialist expertise or in management, together with shorter period of experience or through lesser formal qualifications with extensive relevant experience

12 Other Relevant Information

- The North Central CMA is an EEO employer and operates in a smoke free environment

For further information on this position, please contact Brett Rudolph, Executive Manager Corporate Services on (03) 5440 1814

Applications must include a covering letter, a current resume, and statement addressing the key selection criteria as outlined above, and should be e-mailed to hrmanager@nccma.vic.gov.au or posted to

HR Manager
North Central CMA
PO Box 18, Huntly VIC 3551.

by Friday 6 October.