

Position Description

Position title:	GIS Administrator
Reports to:	Executive Manager Corporate Services
Location:	Huntly
Classification:	Band 7
Employment status:	Full-time
Hours:	38 hours per week

About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

Our culture

As a public-sector entity we behave in-line with the seven core values of the Victorian Public Sector, Responsiveness; Integrity; Impartiality; Accountability; Respect; Leadership and Human Rights

In addition to the Public Sector values, we have our own unique set of values – Care; Courage and Connection.

The North Central CMA's values (and supporting behaviours) represent what our communities, stakeholders, partners, and investors can expect from us and also guide our internal interactions.

The foundation of North Central CMA's success is in the behaviours, knowledge and skill 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 values. Together with the appropriate skills and experience, commitment to our values is required to become a dedicated and valued member of our team.

Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the Victorian Catchment and Land Protection Act 1994 and Water Act 1989. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the Water Act 1989; and Statutory functions under Part 77 of the Water Act 1989.

The North Central CMA is principally responsible for protecting and improving the health of the region's natural resources in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria's Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Living Murray Program and National Landcare Program.

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.

Position objective

The key focus of the role will be the identification and implementation of system, reporting and business improvements for the North Central CMA and to support the establishment and provision of co-ordinated GIS Services with CMA partners.

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

Core responsibilities and duties

- 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.
- Provide budget estimates, expenditure and manage contracts within area of responsibility. Provide 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.
- 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.
 - Develop, Design and Implement NRM reporting solutions
- Knowledge exchange (GIS Networks, new technology)
 - To coordinate provision of training, mentoring and support to GIS users within the CMA sector.
 - To represent the North Central CMA at GIS related regional or state-wide forums and take lead role in establishing cross sector co-ordination and efficiency initiatives.
 - 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 other government partners.
 - To coordinate the provision of updates from external agencies and delivery of GIS data to consultants together with privacy and license controls.
- The role requires the incumbent to provide two days a week of their time to supporting the Goulburn Broken CMA and one day a week supporting Glenelg Hopkins CMA as per contractual arrangements.

Qualifications

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

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;
 - ArcGIS Pro / ArcMap
 - ArcGIS Enterprise (Portal, ArcGIS Server, SDE), ArcGIS Online
 - ArcGIS Field Maps (Collector), ArcGIS Web App Builder
 - Familiarity with programming logic (Python, SQL), database management, geodatabase administration
 - Thorough understanding of GIS database development, spatial analysis and map production (cartographic design skills)
 - Experience with RDBMS – Microsoft SQL Server
- Experience using Geocortex, Microsoft Power BI and SQL Server Reporting Services
- 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.

Other position requirements

- A current driver's license is essential for this position.
- A high-level understanding or interest in natural resource management would be beneficial.
- Overnight stays may be a requirement of this position from time to time.

Relationships

Reports to:	Executive Manager Corporate Services
Responsible for:	Nil
Internal liaisons:	GIS Co-ordinator, Project Managers and staff, IT Manager, Senior Management
External liaisons:	Partner agencies, other CMA's, industry technical specialists

Other relevant information

Diversity and Inclusion

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country, the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

Flexible work place

We understand that life balance is an important part of our employees' lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Health and Safety

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

People managers have responsibility to ensure those under their supervision carry out work in accordance with health and safety legislation, and North Central CMA policies and procedures. They must ensure health and safety policies and procedures, and risk control measures are implemented and monitored. People managers are also responsible for ensuring their staff are provided with the necessary information, instruction and training to safely and effectively carry out their jobs.

Child Safety

North Central CMA is committed to child safety and all employees are required to abide by the Child Safe Code of Conduct which specifies the expected standards of conduct and appropriate behaviours required when working with and in the company of children. When working with children, employees are required to work in accordance with the Child Safe Standards and North Central CMA policies and procedures.

Financial delegation

The position has a financial delegation of \$Nil.

Multi-skilling

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other North Central CMA documents such as collective agreements, letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed. An 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.

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Privacy and Probity

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email info@nccma.vic.gov.au