

POSITION DESCRIPTION

POSITION TITLE:	Geospatial Information Officer
DIVISION:	Organisational Performance
DEPARTMENT:	Information Technology
SECTION:	GIS / Geospatial
CLASSIFICATION:	Band 5

POSITION OBJECTIVES:

- To provide support to the Geospatial Specialist and Geospatial Lead in continuous development, implementation and management of Hume City Council's Geographic Information Systems (GIS).
- To provide specialist GIS support and advice to the Asset Management team including asset data capture, mapping and reporting.
- To provide and maintain a high standard of service and advice to internal and external customers in the area of GIS or mapping related requests.
- To assist in maintenance of the Council's Digital Cadastral database to ensure it is kept in very high standards.
- Support time-effective delivery of projects associated with the on-going implementation and development of Council's enterprise GIS.
- To provide training and mentoring to council staff on the use of the corporate GIS.

KEY RESPONSIBILITIES AND DUTIES:

1. System Support and Customer Service
 - Undertake routine administration and configuration of Council's corporate GIS applications including adding datasets to web applications.
 - Undertake data extracts as requested, for provision to internal staff and/or external contractors engaged by Council, adhering to applicable privacy guidelines
 - Provide support to GIS end-users, assisting with spatial data and/or application issues, mapping and reporting requirements.
 - Assist departments with the update and transition of their corporate data sets into the corporate spatial database.
 - Assist power users in undertaking complex spatial editing, analysis and map creation or perform such tasks on behalf of various business units for internal or external presentations.
 - Develop user guides for staff and end users in the use of Council's corporate GIS applications.
 - Manage a GIS helpdesk support function to assist Council end users.
 - Deliver a high standard of customer service to both internal and external customers.
2. Asset Management:
 - Develop business processes and protocols with departments to receive and collect asset information for the purpose of maintaining Council's corporate GIS and Asset databases.
 - Capture assets from new subdivisions and capital works, ensuring accuracy of spatial and aspatial information, for import into the Asset Management System.
 - Ability to interpret as constructed plans.
 - Complete monthly financial reports for stormwater and road assets based of the captured asset data.
 - Work collaboratively with the asset management department to achieve Council's asset management strategies.
3. Spatial Analysis and Cartography:
 - Provide spatial and demographic analysis support across all areas of Council.
 - Prepare high quality standard and thematic maps for all Council staff and external customers as required.
 - Prepare and format maps and aerial photos to print for internal and external customers.
4. Data Management:
 - Carry out regular data capture for all departments as required.
 - Maintain, enhance, and quality assure Council's existing corporate spatial datasets.
 - Create new spatial datasets for the corporate GIS system as required, either through data capture or the result of spatial analysis.
5. PIP Commitments:
 - Carry out the required procedures, such as compiling M1 and M2 forms to satisfy Council's objectives for the Property Information Project (PIP) with DELWP.
 - Ensure that the cadastral map database is kept up to date.
 - Complete annual PIQA requirements

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Geospatial Lead
Supervises:	Work Experience Students
Internal Contacts:	All GIS staff users
External Contacts:	Community

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☐ YES ☐ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☐ NO ☐ YES ☐ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Providing high quality assistance and support to the GIS team in accordance with Council procedures and policies.
- Compliance of Occupational Health and Safety Practices of contractors on contractual matters.
- Ensuring works and programs undertaken adhere to instructions and guidance provided and propose actions for review by Coordinator GIS.
- To provide and maintain a high standard of service and advice to internal and external customers in the area of Geographic Information Systems or mapping related requests.
- Accountable for the tasks allocated with relation to projects undertaken by the GIS Department.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Researching and analysing a range of options relating to the operation of GIS applications and day-to-day activities of GIS Department.
- Ability to instruct and train other GIS staff and GIS users throughout the organisation.
- Ability to resolve problems and propose actions based on knowledge and experience to ensure problems related to the position are promptly remedied or reported to appropriate persons.
- Ability to respond to all general GIS enquiries in a professional manner and re-direct more specific enquiries as appropriate.
- Initiation of changes to procedures and practices is encouraged and will be undertaken with the approval of the Coordinator GIS.
- Guidance and advice would usually be available within the time required to make a choice.

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SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated sound knowledge and experience with GIS, Asset Management Systems and related technologies including high level proficiency in AutoCAD Map 3D, QGIS, ArcGIS Pro, FME and Intramaps
- Demonstrated knowledge and experience of GIS and Asset Management principles and techniques including data collection, spatial and aspatial analysis and reporting.
- Demonstrated organisational skills including the capacity to develop/arrange, monitor and continually improve procedures and systems.
- Demonstrated knowledge and understanding of spatial databases and spatial data management.
- Demonstrated experience using the Microsoft Office suite of applications.
- Demonstrated understanding of the function of the position and GIS within its organisational context, including policies and regulations.
- Knowledge of principles and concepts of geography, cartography and GIS.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to manage, plan, organise and prioritise own workload and in appropriate circumstances that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to supervise students and contracted staff as required and an ability to implement personnel practices including those related to EEO, OHS and Training & Development.
- Ability to undertake detailed investigative tasks, research and solve problems through a combination of discussion, negotiation and team work.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to gain co-operation and assistance from consultants, internal stakeholder groups and other employees
- Demonstrated ability to liaise with staff members at all levels of the organisation to discuss/resolve specialist matters.
- Demonstrated ability to operate with minimal supervision and show high levels of initiative.
- May be expected to write/run reports in relation to GIS matters and as required by Coordinator GIS to prepare external correspondence of a routine nature.

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QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in GIS or in relevant technologies or lesser formal qualifications with relevant skills and experience.
- High level proficiency in AutoCAD Map 3D, QGIS, ArcGIS Pro, FME and Intramaps.
- General knowledge and understanding of spatial databases and related processes.
- Demonstrated experience and knowledge of the digital cadastral database management and related processes.
- Demonstrated experience using the Microsoft Office suite of applications.
- Demonstrated experience or understanding of the role of GIS in Local Government is desirable.
- Experience with FME is desirable.
- Current driver's licence.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☒	☐
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powerful	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☐	☒
Wearing other relevant PPE	☐	☐	☐	☒
Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippery conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☒	☐	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☐	☒	☐
Other (please specify)	☐	☐	☐	☒
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

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The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary qualifications in GIS or in relevant technologies or lesser formal qualifications with relevant skills and experience.
2. High level proficiency in a variety of GIS applications including AutoCAD Map 3D, QGIS, ArcGIS Pro, FME and Intramaps.
3. Broad knowledge and understanding of GIS and Asset Management systems.
4. Experience providing training and developing training aids for end users.
5. Demonstrated ability to operate with minimal supervision and show high levels of initiative.
6. Demonstrated organisational skills including the capacity to develop, monitor and continually improve procedures, systems, reports and data.
7. Demonstrated ability to interpret, undertake analysis and present spatial data, information and reports.
8. Current Drivers Licence.

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