

# Role Description

## Senior Geospatial Officer

Role Description Fields	Details
Cluster	Regional NSW
Department/Agency	Department of Regional NSW
Division/Branch/Unit	Mining, Exploration & Geoscience
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	28 July 2022
Agency Website	<a href="http://www.regional.nsw.gov.au">www.regional.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Mining, Exploration and Geoscience (MEG) sets strategic policy for the state's mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

Mining, Exploration and Geoscience is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

### Primary purpose of the role

The Senior Geospatial Officer delivers a high level of technical support and collects, maintains and delivers spatial geoscience information and data via online Departmental information systems and web mapping software, ensuring alignment with NSW government requirements and policies on open data, interoperability and spatial data management.

### Key accountabilities

- Provide specialist technical advice in the area of GIS, spatial data management, data standards, cartography, interoperability and web mapping, contributing to the online delivery solutions for geoscience information held by the Geoscience Branch.
- Proactively identify business risks and opportunities to continually improve efficiency and effectiveness and provide regular reports and briefs to management including statistical data in relation to usage, issues and client dealings.
- Maintain and update the spatial data layers generated by the activities of the Geoscience branch and those required as reference layers in the delivery systems, ensuring quality, currency and accuracy of the data and its associated metadata and its adherence to appropriate standards (e.g. OGS, ANZLIC).
- Research information and contribute to the development of policies and procedures for managing data flow within the agency and for delivery to external agencies or users as well as employ regular

monitoring and evaluation of the data quality and systems, in order to identify potential problems or errors for follow-up or correction.

- Establish and maintain communication channels with both internal and external stakeholders to ensure the continuous improvement of the delivery processes for geoscience information and corporate content of the highest integrity.
- Provide high level of customer support, assisting clients in accessing geoscience information and liaising where necessary with external organisations and clients for the purpose of data acquisition and exchange. Develop and deliver training and resources/materials where required.
- Ensure appropriate documentation is maintained in the Geoscience Information Unit document management system and it adheres to internal standards for changes management.
- Contribute to the development of a strong and effective team culture in the Geoscience Information Unit by participating in other systems and database development projects.

## Key challenges

- Assessment and implementation of appropriate leading-edge technologies poses significant challenges due to the rapid rate of innovation in the technology space.
- Complexity of domain knowledge (that is an understanding of the geoscientific data types and data formats) and corporate content (business functions and processes of the Resources & Energy Division).
- Working with internal stakeholders and corporate units in the collaborative effort of maintaining both the public and internal services of geoscience data access.

## Key relationships

### Internal

Who	Why
Team Leader Geoscience Knowledge Management	<ul style="list-style-type: none"> <li>• To provide technical advice and expertise in GIS and spatial data management</li> <li>• To provide regular reporting on data management issues</li> <li>• To ensure the coordinated delivery of project outcomes in accordance with scheduled timelines</li> </ul>
Geoscience Knowledge Management team	<ul style="list-style-type: none"> <li>• Support team, work collaboratively to contribute to achieving the team's business outcomes</li> <li>• Participate in meetings to represent work group perspective and share information</li> <li>• Participate in discussions and decisions regarding the implementation of innovation and best practice</li> </ul>
Departmental Stakeholders	<ul style="list-style-type: none"> <li>• To determine internal requirements to optimise workflows and other operational procedures required to achieve maximum efficiency (BTS – Business &amp; Technology Services)</li> <li>• To ensure compliance with agency and sector rules and standards</li> </ul>

### External

Who	Why
External Stakeholders	<ul style="list-style-type: none"> <li>• To determine external user requirements to maximise user experience and facilitate easy access to geoscientific data and corporate information</li> </ul>

## Role dimensions

### Decision making

- Significant autonomy in making day to day decisions within work projects.
- Identifies the priority requirements of internal and external stakeholders that require action.
- Undertakes work priorities allocated by the Team Leader (in consultation with Project Managers as appropriate).
- Recommends changes to information management practices or deployment of new technologies, with any change subject to approval by senior management.

### Reporting line

Manager, Data Management and Delivery

### Direct reports

Nil.

### Budget/Expenditure

Nil.

## Essential requirements

- Highly developed skills in GIS and spatial data management technology including open source technologies. Experience required in ArcGIS Server, ArcGIS Desktop, FME Server, FME Desktop, GeoServer.
- Tertiary qualifications in Spatial Sciences, GIS, Cartography, Information systems, Computer science or equivalent experience.
- Experience in the automation of processes, through scripting or batch job creation as well as the visualisation and presentation of spatial information (i.e. cartography and web mapping applications) including understanding of map projections and reference systems.
- Compliance with pre-employment probity screening is mandatory and a condition of engagement.

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

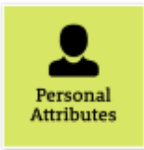

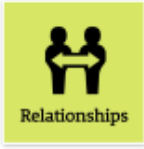
The capabilities are separated into focus capabilities and complementary capabilities

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b></p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
 <p>Personal Attributes</p>	<p><b>Manage Self</b></p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 <p>Relationships</p>	<p><b>Communicate Effectively</b></p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Focus on key points and speak in plain English</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others to gain an understanding and ask appropriate, respectful questions</li> <li>• Promote the use of inclusive language and assist others to adjust where necessary</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Write and prepare material that is well structured and easy to follow</li> <li>• Communicate routine technical information clearly</li> </ul>	Intermediate



### **Commit to Customer Service**

Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate



### **Deliver Results**

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate





### **Think and Solve Problems**

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness






Adept

	<p><b>Demonstrate Accountability</b></p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
	<p><b>Technology</b></p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> <li>• Identify opportunities to use a broad range of technologies to collaborate</li> <li>• Monitor compliance with cyber security and the use of technology policies</li> <li>• Identify ways to maximise the value of available technology to achieve business strategies and outcomes</li> <li>• Monitor compliance with the organisation's records, information and knowledge management requirements</li> </ul>	Adept

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

Foundational



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

Foundational



Project Management

Understand and apply effective planning, coordination and control methods

Intermediate