

Role Description

Senior Spatial Services Officer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Mining, Exploration and Geoscience
Location	Maitland
Classification/Grade/Band	Clerk 7/8
Role Number	Generic
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	December 2022
Agency Website	www.regional.nsw.gov.au

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 Spatial Services Officer delivers a high level of technical support and collects, maintains and delivers spatial information alongside a team providing spatial assessments and drafting support to ensure valid mining and exploration titles are granted and renewed within NSW in accordance with required performance standards. The role also performs survey drafting, cartography, surveying and computer graphics services.

Key accountabilities

- Provide analysis, assessment and recording of information for spatial issues, conflicts and compliance with relevant legislation, including providing advice on lands which may be granted under the current mining legislation, to ensure appropriate determination of mining and exploration title applications in NSW within required timeframes and KPIs.

- Provide specialist technical advice in the area of GIS and ESRI suite of software, spatial data management, data standards, cartography, interoperability and web mapping.
- Ensure the integrity and currency of Department databases by validating data input.
- Contribute to the maintenance of systems, procedures and guidelines to maintain records in accordance with departmental policy.
- Ensure valid mining leases are granted by examining, under delegation from the Surveyor General, plans of survey for compliance with the instructions and the Surveying and Spatial Information Regulation 2017 and for inclusion in the State Survey Control network.
- Provide survey drafting, surveying and mapping advice, reports, maps, plans, and contribute to briefs for the Minister's Office, Resource Planning and Development programs and other stakeholders. Providing a high level of customer service to internal and external stakeholders.

Key challenges

- Maintaining the accuracy and integrity of a-spatial and spatial data held within the Department's corporate information systems in accordance with mining legislation, national surveying and cartographic standards, while keeping abreast of advances and trends including technology advances in cartography and surveying.
- Managing competing priorities, complex issues and short timeframes ensuring current case load is delivered to a high quality, and timely service and advice is provided to internal and external clients, within designated deadlines and in compliance with statutory and policy frameworks.
- Maintaining knowledge of planned changes in the ICT and business system technology and workflows.

Key relationships

Who	Why
Internal	
Manager Spatial Services	<ul style="list-style-type: none"> • Exchange and share information and advice on resources, systems and procedures
Spatial Services Team	<ul style="list-style-type: none"> • Seek data and provide direction and support in relation to work requirements
Other business units	<ul style="list-style-type: none"> • Provide advice in relation to titles
External	
Mine surveyors	<ul style="list-style-type: none"> • Resource information and provide advice in relation to survey practices and drafting
Industry stakeholders, other Government agencies, and public.	<ul style="list-style-type: none"> • Provide advice and supply relevant data and plans

Role dimensions

Decision making

- Make day to day decisions on his/her own work, and contributes to the accuracy and integrity of spatial records, and compliance with relevant legislation.
- Ensure the accuracy, integrity and legislative compliance of spatial records.
- Use initiative and judgement when providing accurate and detailed information, providing sound technical advice, and producing special maps for stakeholders.

- Refer to the Manager any issues that may need to be brought to the attention of the Divisional Management Team.

Reporting line

Manager Spatial Services

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualification in Land/Geographic Information Systems, Cartography, Surveying or Survey Drafting or equivalent experience with relational databases, digital mapping systems (GIS/LIS), digital image storage and records management 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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate


	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation 	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> 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
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration Build cooperation and overcome barriers to information sharing and communication across teams and units Share lessons learned across teams and units Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> 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 	Adept




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

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	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
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate

 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	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
 Business Enablers	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