

# Role Description

## GIS Officer



Local Land  
Services

Cluster	Planning, Industry & Environment
Agency	Local Land Services
Division/Branch/Unit	Region
Location	Negotiable within Region
Classification/Grade/Band	Advisory & Technical Stream LLS Grade 5
Role Family <i>internal use only</i>	Bespoke/Science & Engineering/Delivery
ANZSCO Code	234313
PCAT Code	119192
Date of Approval	January 2019 (updated August 2019)
Agency Website	<a href="http://www.lls.nsw.gov.au">www.lls.nsw.gov.au</a>

### Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources of land, water and mining, energy, and growing our industries. There is a strong emphasis on regional NSW.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Services.

### Primary purpose of the role

The Geographical Information Systems (GIS) Officer analyses spatial information to provide advice for Local Land Services (LLS).

### Key accountabilities

- Perform spatial analysis and produce high quality maps and reports for internal and external clients.
- Undertake data extraction and manipulation from corporate databases, ensuring the delivery of reliable information to internal and external clients.
- Assist in the development and testing of spatial data maintenance and viewing applications.
- Provide support and training documentation and deliver training to LLS users for spatial applications.
- Research and analyse information and data and provide advice on and managing key monitoring and evaluation projects for the benefit of continuous improvement.
- Undertake database queries for the purpose of reporting on spatial data requests and projects.

## Key challenges

- Complexity and detail of data and systems.
- Extracting and delivering reliable and accurate information from corporate databases to produce quality and easily interpreted outputs.
- Working with conflicting priorities in a high workload environment.

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader	<ul style="list-style-type: none"><li>• Receive guidance and provide regular updates on key projects, issues and priorities</li><li>• Provide sound technical advice and recommendations and contribute to decision making</li><li>• Identify emerging issues/risks and their implications and propose solution</li></ul>
Team members	<ul style="list-style-type: none"><li>• Share information and provide support and assistance</li></ul>
Internal Stakeholders	<ul style="list-style-type: none"><li>• Interpret requirements and produce reliable, quality and easily interpreted GIS maps</li><li>• Provide training and support on corporate spatial systems</li></ul>
<b>External</b>	
External stakeholders/clients	<ul style="list-style-type: none"><li>• Interpret requirements and produce reliable, quality and easily interpreted GIS maps</li></ul>

## Role dimensions

### Decision making

In consultation with the Team Leader to assess and advise on GIS solutions.

### Reporting line

Team Leader

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements





- Tertiary qualifications in Science, Surveying or relevant Engineering fields and/or equivalent level of knowledge and experience
- Experience in the use of GIS technologies to extract and analyse data,
- Experience in the delivery of GIS training and/or provision of technical support to users
- Current driver's licence and willingness to travel

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Foundational
	Value Diversity	Foundational
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 <b>Business Enablers</b>	Finance	Foundational
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<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 follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>

<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be 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 their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technologies of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>