

Role Description

GIS Officer



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Housing and Property/Crown Lands/Customer and Systems
Location	Newcastle
Classification/Grade/Band	Departmental Officer Grade 5/6
Role Family <i>internal use only</i>	Bespoke/ Science Technician/ Deliver
ANZSCO Code	234313
PCAT Code	119192
Date of Approval	15 May 2017 (updated July 2019) – updated October 2020
Agency Website	www.dpie.nsw.gov.au

About the Department of Planning, Industry and Environment

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Housing and Property Group within Department of Planning, Industry and Environment (DPIE) oversees the management of state government assets, including the management of Crown land, the NSW Government's social housing portfolio and oversight of strategic use and disposal of government owned land. The Group also includes the Aboriginal Housing Office, the Valuer General and the Land and Housing Corporation.

The Group leverages public and private sector expertise to improve place-based outcomes, providing greater access and choice of housing through initiatives such as an end-to-end housing strategy, and improving outcomes for Aboriginal communities to maximise community benefit from government owned land and property.

Primary purpose of the role

The Geographical Information Systems (GIS) Officer analyses spatial information to provide advice for the management of Crown land.

Key accountabilities

- Perform spatial analysis and produce high quality maps 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 Crown Lands' users for spatial applications.
- Provide quality assurance for the Crown Land textual databases in reference to impacts on spatial updates.
- 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
Internal	
Senior Group Leader Spatial Management	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues and priorities • Provide sound technical advice and recommendations and contribute to decision making • Identify emerging issues/risks and their implications and propose solution
Team members	<ul style="list-style-type: none"> • Share information and provide support and assistance
Internal Stakeholders	<ul style="list-style-type: none"> • Interpret requirements and produce reliable, quality and easily interpreted GIS maps • Provide training and support on corporate spatial systems
External	
External stakeholders/clients	<ul style="list-style-type: none"> • Interpret requirements and produce reliable, quality and easily interpreted GIS maps

Role dimensions

Decision making

In consultation with the Senior Group Leader Spatial Management to assess and advise on GIS solutions for managing the Crown land estate.

Reporting line

Senior Group Leader Spatial Management

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](#) 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
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to	Adept

		share information, engage and interact with diverse audiences	
	Commit to Customer Service		Intermediate
	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 	
	Think and Solve Problems		Intermediate
	Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	
	Demonstrate Accountability		Intermediate
	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 	
	Technology		Adept
	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 	

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	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