|  |  |
| --- | --- |
| Portfolio | Department of Primary Resources and Regional Development |
| Department | Department of Primary Industries and Regional Development |
| Group/Division/Branch | NSW Resources / Business Operations & Programs |
| **Location** | Maitland |
| **Classification/Grade/Band** | Geoscientist 1 - 2 |
| **Role Number** | 52004443 |
| **ANZSCO Code** | 234411 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2019 (updated August 2024) |
| **Agency Website** | www.dpird.nsw.gov.au/ |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources 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.

NSW Resources 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 Geospatial & Graphics team (Geospatial) is an expert service provider, data asset administrator and custodian for the Geological Survey of New South Wales (GSNSW). It provides technical support services across GIS, geological mapping related data or information, cartography, publications, graphics, multimedia and promotions for GSNSW, working within established data governance frameworks. Geospatial maintains and updates many important data asset repositories for the GSNSW, including digitising and preserving legacy and heritage geological information assets produced since the founding of the Geological Survey in 1875

The Geoscientist GIS position is primarily responsible for the capture, compilation, maintenance, delivery and support of geological GIS data, database systems, data products and services.

The position provides support to the Senior Geoscientist Geospatial in many GIS or spatial data related tasks, activities or products. A key activity of the role is the maintenance and support of the corporate ESRI Geodatabases (in particular, the NSW Seamless Geology database and related stratigraphic databases) and online data services under the guidance of the Senior Geoscientist Geospatial. The role also works closely with the Principal Geologist Statewide to strategically support the continuous validation and improvement of the state’s geology.

The position also provides GIS support to other internal staff and to external clients who utilise our geoscientific data, database systems, products and services.

# Key accountabilities

* Maintain, administer and support corporate ESRI Geodatabases and other spatial geoscientific data systems and services (under supervision of Senior Geoscientist Geospatial) to support established workflows, data governance frameworks and data standards.
* Update and maintain the NSW Seamless Geology GIS database, NSW Digital Geology Archive and the NSW Stratigraphic Unit Database Project (under supervision of Senior Geoscientist Geospatial) to administer data quality and follow best practice data governance
* Compile and produce a variety of digital or spatial geoscientific data products or outputs in a variety of formats and media types, such as data for mobile apps or online data systems to meet the needs of internal and external clients or data users.
* Follow standards for data governance, spatial data capture and validation, metadata creation, file or GIS database management procedures and release approval workflows to ensure consistency, quality and accuracy of data or data products
* Contribute advice on geoscience data products and services to support the needs of internal and external data users.
* Maintain a customer-centric approach to internal and external advice, product support or development to best align with the needs of data users.
* Maintain and develop a high level of understanding of GIS data analysis, software coding or scripting (such as Python or Java), geoprocessing to foster continuous improvement and innovation in GSNSW geoscientific data and services.
* Work collaboratively with the Principal Geologist Statewide, Senior Geoscientist Geospatial and the Data Management and Delivery team to maximise operational effectiveness and maintain data quality and services.

Key challenges

* Liaise with professional colleagues, internal stakeholders and corporate units in the review and approvals process for external release of geoscience data products and web services via MinView and other database system platforms.
* Capture, import and interpret geological data from diverse sources which may need considerable editing, improvement or modification to meet corporate geoscience database or geoscientific standards for accuracy, quality and consistency.
* Maintain a detailed knowledge of NSW geology, geological mapping and geoscience data through high-level observation, inference or operational activities and through scientific literature.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager Geospatial Information & Graphics, Senior Geoscientist Geospatial, Principal Geologist Statewide, Other Geoscientists, NSW Resources GIS specialists & colleagues | * Provide expert technical advice on activities and tasks to support planning and deliverables for the Geospatial & Graphics unit. * Work under the direction of the Senior Geoscientist Geospatial in completing project and other work activities and outputs, with particular focus on NSW Seamless Geology Project and the NSW Stratigraphic Unit Database Project. * Collaborate with the Principal Geologist Statewide in scoping, and scheduling geological validation, capture and update of geological mapping databases. Provide support and expert advice to other geoscientists and colleagues on geoscientific databases and related development or maintenance activities. |
| Database Management & Delivery (DMD) team | * Support the Data Management & Delivery (DMD) team, work collaboratively to contribute to achieving the team’s business outcomes, particularly in support of MinView, DIGS, GeoBank and related database systems. * Participate in meetings to represent workgroup perspective and share information. * Participate in discussions and decisions regarding the implementation of innovation, best practice and improvement initiatives. |
| **External** |  |
| Stakeholders | * Provide expert advice and geoscience data products to promote particular aspects of the geology of New South Wales to a range of interested groups * Provide helpdesk style services or related advice for data, products and services to internal and external stakeholders. |
| General Public | * Ensure compliance with agency and sector rules and standards. * Facilitate improved reporting standards and submission of data. * Provide helpdesk style services or related advice for data, products and services to the general public. |

# Role dimensions

## Decision making

* Significant autonomy in making day-to-day decisions within projects
* Prioritise and manage work tasks against agreed workplans and deadlines in consultation with the Manager Geospatial & Graphics
* Research and utilise appropriate procedures or methods to meet client or business requirements.

## Reporting line

This role reports to the Manager Geospatial & Graphics

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Compliance with pre-employment probity screening is mandatory and a condition of engagement
* University qualification in Geology (or equivalent experience)
* Proven advanced knowledge and experience in the use of ESRI ArcGIS, ESRI Geodatabases or equivalent GIS applications (particularly MapInfo and QGIS) and spatial or relational databases.
* High-level skills with the Microsoft Office suite, particularly Excel.
* Experience in geoscience data capture, data management and database administration.
* A current driver’s licence, 4WD experience, and the ability to carry out field work in remote areas if required.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
| A yellow sign with a person icon  Description automatically generated | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | 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 | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | 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 share information, engage and interact with diverse audiences | Intermediate |
| A black and white symbol with arrows  Description automatically generated with medium confidence | **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 |
| A check mark in a square  Description automatically generated | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Understand the team and unit objectives and align operational activities accordingly  Initiate and develop team goals and plans, and use feedback to inform future planning  Respond proactively to changing circumstances and adjust plans and schedules when necessary  Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals  Accommodate and respond with initiative to changing priorities and operating environments | Intermediate |
| **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Intermediate |
| **Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions | | * Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues * Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others * Take account of the wider business context when considering options to resolve issues * Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements * Implement systems and processes that are underpinned by high-quality research and analysis * Look for opportunities to design innovative solutions to meet user needs and service demands * Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Adept |
| **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | 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 | Adept |
| A purple square with black gears  Description automatically generated | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | 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** |
| A yellow sign with a person icon  Description automatically generated | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| A black and white symbol with arrows  Description automatically generated with medium confidence | Work Collaboratively | | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| A check mark in a square  Description automatically generated | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| A purple square with black gears  Description automatically generated | 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 | Foundational |