

# Role Description

## Geographic Information Systems Officer



Regional  
NSW

Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable
Classification/Grade/Band	Advisory and Technical Stream, LLS Level 6
Role Family	Science & Engineering
ANZSCO Code	262111
PCAT Code	1116592
Date of Approval	January 2019 (updated May 2020)
Agency Website	<a href="http://www.lls.nsw.gov.au">www.lls.nsw.gov.au</a>

### 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; Forestry and Fishing; 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.

Local Land Services (LLS) is an Executive Agency. 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 and private native forestry.

Primary purpose of the role

Manages all LLS spatial and project data and databases including systems for staff access to data for project management and provides staff support and training in the use and management of spatial data and GIS software as well as quality assurance for all spatial data outcomes and reporting to achieve LLS objectives as well as undertakes activities to prevent, prepare for, respond to and recover from emergencies.

### Key accountabilities

- Develop, manage and maintain effective working partnerships and networks that will result in data sharing and best practice data management for the operation of the LLS.
- Lead and manage a broad range of complex and strategic data management projects and initiatives that are designed to achieve the objectives of the LLS.
- Research and analyse information and data and provide advice on and managing key monitoring and evaluation projects for the benefit of continuous improvement. Provide timely, consistent and effective technical advice to LLS senior management and the General Manager.

- Provide appropriately balanced and high level advice and recommendations on data management issues. Implement measures to increase the ability of strategic partner organisations and the LLS to better manage data sharing and use.

## Key challenges

- Develop, manage and maintain effective working partnerships and networks and implement measures to increase the ability of strategic partner organisations and the LLS to better manage data sharing and use.
- Lead and manage a broad range of complex and strategic data management projects and initiatives that are designed to achieve the objectives of LLS.
- Research and analyse information and data and provide advice on and managing key monitoring and evaluation projects for the benefit of continuous improvement.
- Delivering integrated services in a complex team and business environment.

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader and Senior Management Staff	<ul style="list-style-type: none"> <li>• Receives direction and support in the management and use of spatial data systems and provides spatial analysis support for strategic and organisational strategic planning.</li> </ul>
LLS staff	<ul style="list-style-type: none"> <li>• Provides staff support, training and advice in relation to spatial data management and analysis.</li> </ul>
<b>External</b>	
Industry partners and State/local agencies	<ul style="list-style-type: none"> <li>• Coordinates and administers data sharing arrangements and provides information on spatial data systems.</li> </ul>

## Role dimensions

### Decision making

Together with the supervisor they are responsible for making daily decisions in order to meet the requirements of the role.

### Reporting line

Senior Business Analyst Geospatial

### Direct reports

Nil

## Essential requirements

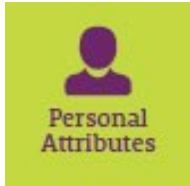



- Extensive experience and understanding of the operations and administration of Geographic Information Systems (especially the ESRI suite of applications) and working knowledge of information and cartographic standards.
- Current NSW Driver Licence and the ability and willingness to travel

## 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
	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Foundational
	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>

### 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</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>behaviour</li> <li>Report and manage apparent conflicts of interest</li> <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>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and problems jointly</li> <li>Support others in challenging situations</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</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> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis which others will use to inform project directions</li> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Prepare accurate documentation to support cost or resource estimates</li> <li>Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate any possible variance from project plans</li> </ul>