SPATIAL DEVELOPMENT ANALYST

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate | Business Unit	Infrastructure Services | ICT
Role Number	52015405 & 52015406
Grade	RFS Level 8/9
ANZSCO Code | PCAT Code	261112 | 1119192
Date of Approval	7 August 2024
Role Description Reference No.	RD881
Website	www.rfs.nsw.gov.au

About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

The role provides development expertise in support of users of spatial information and systems across the organisation. The role supports initiatives of the RFS, following the objectives of the ICT strategy and best practices within industry.

Key Accountabilities

1. Develop, implement and maintain a user support framework, establishing standards, procedures and guidelines amongst development and testing teams through all stages of the development lifecycle to deliver objectives of the ICT strategy.
2. Provide development and resolution of 3rd level ticket support issues and provide advice and support to development and technical teams in diagnosing/documenting/resolving issues.
3. Develop and maintain enterprise software, spatial portals, interfaces, spatial services and systems for end users across the RFS so that defined standards, procedures, and guidelines are followed.
4. Provide guidance and advice regarding spatial systems, services and data management development principles to facilitate the efficient and productive use of defined systems.
5. Provide continuous improvement of spatial information systems and processes through engagement and interaction with stakeholder groups to improve user experience and quality of information and systems.
6. Develop, review and publish procedural/instructional/reference documentation to aid users understanding of processes and practices and coordinate/conduct training of RFS members to develop and maintain the use of spatial information and systems.
7. Research and remain current on technologies, trends, issues, standards and methodologies and identify opportunities to improve systems and processes.

Essential Requirements

— A Diploma in a relevant discipline (e.g. ICT) or equivalent relevant expertise.

— Required to participate on an after-hours and/or on call roster.

— During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

— Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

— The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

— The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.

— It is expected that the incumbent will research, identify, implement and validate appropriate responses to routine matters within their area of responsibility.

— The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern. The role will also seek guidance or direction about sensitive issues, or matters which might impact significantly on the operation of Services and/ or other parts of the organisation.

Reporting Line

The role reports to the Supervisor Spatial Data.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal

Who	Why
Manager	– Work in close collaboration to ensure the seamless delivery of services. – Escalate issues, keep informed, advise and receive instructions.
Team	– Work collaboratively to contribute to achieving the team's business outcomes. – Participate in meetings to represent work group perspective and share information. – Participate in discussions and decisions regarding implementation of innovation and best practice.
All RFS Members	– Resolve issues and provide solutions to problems. – Provide strategic advice for business improvement. – Provide technological advice to improve day to day business performance. – Provide technical and/or solution support services. – Ensure compliance with agency and sector rules and standards.

Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	– Work collaboratively to develop and communicate relevant research and practice outcomes. – Participate in forums, groups to represent agency and share information. – Participate in discussions regarding innovation and best practice. – Participate in cross agency support programs and collaborative initiatives.
Supplier	– Investigate issues to ensure successful delivery of products and services – Monitor sources to ensure quality of services and currency of information. – Evaluate options for solutions and services. – Incorporate external requirements and features in solution designs. – Escalate issues to address current and potential problems.

Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. *Focus capabilities* are considered the most important for effective performance of the role.

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

This role also utilises an occupation-specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at https://sfia-online.org/en/sfia-8/all-skills-a-z

Occupation / profession-specific capabilities		
Capability Set	**Category and Sub-category**	**Level and Code**
Version 8	Development & Implementation – Systems Development Systems Design	Level 4 – DESN
	Development & Implementation – Systems Development Programming/Software Development	Level 4 – PROG
	Change and Transformation – Change Analysis Requirements Definition and Management	Level 4 – REQM
	Development & Implementation – Systems Development Systems Integration & Build	Level 4 – SINT
	Development & Implementation – Systems Development Testing	Level 4 – TEST

Occupation-specific capability set (Skills Framework for the Information Age – SFIA 8)		
Sub-category	**Level and Code**	**Level Descriptions**
Systems Design	Level 4 DESN	• Designs system components using appropriate modelling techniques following agreed architectures, design standards, patterns and methodology. • Identifies and evaluates alternative design options and trade-offs. Creates multiple design views to address the concerns of the different stakeholders and to handle functional and non-functional requirements. • Models, simulates or prototypes the behaviour of proposed system components to enable approval by stakeholders. • Produces detailed design specifications to form the basis for the construction of systems. Reviews, verifies and improves own designs against specifications.
Programming / Software Development	**Level 4 PROG**	• Designs, codes, verifies, tests, documents, amends and refactors complex programs/scripts and • integration software services. • Contributes to the selection of the software development methods, tools and techniques. • Applies agreed standards and tools to achieve well-engineered outcomes. • Participates in reviews of own work and leads reviews of colleagues' work.
Requirements Definition & Management	**Level 4 REQM**	• Defines and manages scoping, requirements definition and prioritisation activities for initiatives of medium size and complexity. • Contributes to selecting the requirements approach. • Facilitates input from stakeholders, provides constructive challenge and enables effective prioritisation of requirements. • Establishes requirements base-lines, obtains formal agreement to requirements, and ensures traceability to source.

Occupation-specific capability set (Skills Framework for the Information Age – SFIA 8)		
Sub-category	Level and Code	Level Descriptions
Systems Integration & Build	Level 4 SINT	• Provides technical expertise to enable the configuration of system components and equipment for systems • testing. • Collaborates with technical teams to develop and agree system integration plans and report on progress. • Defines complex/new integration builds. Ensures that integration test environments are correctly • configured. • Designs, performs and reports results of tests of the integration build. Identifies and documents system • integration components for recording in the configuration management system. • Recommends and implements improvements to processes and tools.
Testing	Level 4 TEST	• Selects appropriate testing approach, including manual and automated testing. • Develops and executes test plans and test cases. Implements scalable and reliable automated tests and • frameworks. • Collaborates across parties involved in product, systems or service design and development to enable • comprehensive test coverage. Identifies improvements in requirements, design or specification processes • to increase the effectiveness and efficiency of testing. • Analyses and reports on test activities, results, issues and risks, including the work of others.

For further information regarding this role description, please contact the Recruitment Team or email Recruitment@rfs.nsw.gov.au.

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