

## Spatial Administrator

### Position Description

<b>Directorate</b>	Digital Innovation & Technology	<b>Department</b>	Infrastructure and Security
<b>Reports To</b>	Principal GIS Officer	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 -Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 5

#### Position Purpose

position is responsible for the day to day management and oversight of Council's Geographic Information System (GIS).

#### Key Responsibilities and Outcomes

As a Spatial Administrator and member of the Infrastructure and Security department you will:

- Act as a point of contact for systems administration matters by providing specialist advice, innovation and problem solving for management.
- Provide timely and continuous access to GIS data repositories, applications and services whilst maintaining a strong partnership focus with business units. This includes managing applications licences, monitoring system response and providing a second tier support for the help desk.
- Take responsibility for the integrity and security of Council's GIS data repositories and associated metadata, through planning and implementation of spatial data quality and standards utilising appropriate database design, controls and procedures.
- Build effective relationships with key stakeholders and work in a collaborative team environment to ensure efficient and accurate spatial administration outcomes are achieved.
- Oversee the continuous improvement of council's GIS services, and implement approved systems enhancements through the identification of ongoing and future application requirements through stakeholder consultation and education.

#### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**
**TEAMWORK**
**INTEGRITY**
**RESPECT**
**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Proficiency in the administration of enterprise geographic information systems, databases and web mapping applications.</li> <li>• Proficiency in python, ArcGIS REST APIs and Esri Arcade</li> <li>• Proficiency with Microsoft Office suite of programs and extensive knowledge of the ESRI ArcGIS suite (Desktop, Pro, Enterprise and Online) and FME software.</li> <li>• Knowledge of SQL query development</li> <li>• Knowledge of Project Management</li> <li>• Well developed time management skills and the ability to manage conflicting priorities and meet deadlines.</li> <li>• Well developed people and stakeholder engagement skills with the ability to engage at all levels.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Degree in Geospatial Information, Information Management or demonstrated experience.</li> </ul>

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*