

GIS & Asset Data Officer

Position Description

Directorate	Corporate Services, Capital Program and Asset Management	Department	Asset Management
Reports To	GIS and Asset Data Team Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 3

Position Purpose

This position will undertake asset data integrity improvements including asset data and spatial capture activities to improve the quality of asset related information in Council's strategic asset management systems.

Key Responsibilities and Outcomes

As a GIS and Asset Data Officer and member of the Asset Management department you will:

- Undertake the capture of asset and spatial data from information sources including "As Constructed" plans and Asset Design and As Constructed (ADAC) electronic files.
- Provide input into the maintenance and improvement of internal and external processes for asset data capture, including asset data cleansing projects and As Constructed workflow processing.
- Prepare basic asset reports relating to asset data information.
- Provide team support in managing consultants engaged in data capture projects and other projects related to asset management.
- Accurately maintain the quality and integrity of asset and spatial data and provide basic spatial analysis to internal stakeholders regarding asset data.
- Undertake field validation of asset data in order to improve the accuracy of Council's asset information.
- Undertake basic condition assessments in order to update Council asset register and to inform asset management plans.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Engage proactively with key stakeholders to ensure that asset management service outcomes are achieved in relation to GIS data capture matters.

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****Decision Making**

<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

Knowledge & Experience

- Demonstrated experience in managing large and complex data sets relating to asset and GIS data.
- Sound knowledge of asset management systems, practices and processes.
- High attention to detail and spatial accuracy.
- Knowledge/experience with ESRI ArcGIS including ability to capture and manipulate spatial data.
- Proficiency with Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.
- Ability to interpret engineering drawings and cross validate with spatial data.
- Experience with basic survey equipment e.g. Trimble handheld devices
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Well-developed relationship management skills with the ability to work in a positive team environment communicating and motivating effectively at all levels.

Qualifications

- Current C class driver's licence, preferable.

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.