

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Spatial Information Officer
Position number	709424
Division/Business Unit/Branch	Environment Heritage and Land / Heritage and Land Tasmania / Location Services
Award/Agreement:	Tasmanian State Service Award
Classification	General Stream, Band 4
Position Status	Permanent
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Location	State-wide
Reports to	Program Leader (Cultural Data)

Position Purpose

Produce high quality outputs for the Cultural Data Program in the ongoing maintenance, upgrade and development of Tasmanian spatial data sets, including the Foundation Spatial Data Framework (FSDF); cadastre, transport, building, place names and addressing themes.

Major Duties

- Undertake a broad range of complex, multiple and diverse tasks associated with the acquisition, integration and maintenance of the State's cadastral, transport, building, place names and property address geospatial and associated LIST (Land Information System Tasmania) data sets.
- Employ Geographic Information Systems (GIS), in the manipulation of geospatial data to achieve desired outcomes.
- Liaise at a technical level with internal and external clients regarding the acquisition and maintenance of geospatial data.
- Ensure the timely completion of tasks in line with established procedures and processes.
- May assist a team leader to supervise less experienced staff engaged in performing similar less demanding tasks.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;

- providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
- ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision is involved, and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are that:

- general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
- the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
- creativity and initiative is required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements

Knowledge, Skills and Experience (Selection Criteria)

1. Specialist knowledge and expertise in the State's cadastral, transport, building, place names and property address geospatial datasets and operational techniques to enable their continuing acquisition, integration and maintenance.
2. Specialist knowledge and expertise using Geographic Information Systems (GIS) systems and processes, in the manipulation of geospatial data to achieve desired outcomes and demonstrated expertise in the functionality of the LIST or a similar land information infrastructure.
3. The ability to instruct, guide and mentor less experienced staff and to make decisions on operational performance, demonstrated ability to manage workflows and the ability to work independently and to contribute as a member of a team.
4. Highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
5. The ability to exercise judgement in the application of compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery.
6. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

Position Requirements

Desirable Qualifications and Requirements

- A Diploma or Advanced Diploma in a Spatial Information Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.
- A current motor vehicle driver's licence.

About Us

The Department of Natural Resources and Environment Tasmania (NRE Tas) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.nre.tas.gov.au provides more information.

Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout NRE Tas.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at www.dpac.tas.gov.au/divisions/ssmo.