

Department of Primary Industries, Parks, Water and Environment

GIS and Database Officer Statement of Duties

Position number:	708703
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 5
Division/branch/section:	Natural and Cultural Heritage, Threatened Species and Private Land Conservation
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Location:	Hobart
Employment status:	Fixed term
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Supervisor:	Team Leader, Private Land Conservation Program

Position Objective

The purpose of the role is to provide a range of Geographic Information System (GIS) and Microsoft Access and relational database skills and advice to capture, store, manipulate, analyse, manage and present spatial information that supports the business needs of the Natural & Cultural Heritage Division and in particular the Private Land Conservation Program (PLCP). A key component of the role is to investigate, identify options for, and advise on, a contemporary information management system that is able to meet the changing needs of the Program.

Major Duties

- Undertake complex spatial analysis procedures that require in-depth research, analysis, investigation, integration and evaluation of data.
- Investigate and advise on options for a new information management system for the Program, as an alternative to the existing Microsoft Access database.
- Prepare and update datasets and databases relating to PLCP that support the Department's reporting requirements at the state and national levels.
- Produce high quality reports, maps and spatial analysis information products for NCH Division staff and other clients.
- Participate in the assessment of properties proposed for reservation and provide related documentation, maps and data in a time-critical manner.
- Assist with the preparation of nature conservation plans, vegetation management agreements and other tools used by PLCP.
- Provide technical support to other staff in relation to GIS, Microsoft Access and relational database management and mobile technologies.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying specialist technical knowledge to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision making framework and in providing solutions to meet service delivery requirements.

Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)

- Specialised technical knowledge of complex spatial analysis procedures utilising Geographic Information Systems (ESRI ArcGIS products) and demonstrated experience in their use, the production of maps and the management of spatial information, preferably in relation to an area of natural resource management.
- An in-depth knowledge of land management to support natural resource and cultural management decision making.
- In-depth knowledge of, and demonstrated experience in, the use of Microsoft Access and alternative relational databases to manipulate and manage data and produce high quality reports.
- The capacity to provide leadership, instruction and guidance in relation to spatial information to less qualified or experienced associates and the ability to work as an integral member of a team.
- Interpersonal and communication skills demonstrating an ability to work as a productive and responsive team member and provide clear and authoritative advice and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively and work closely with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
- Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

Desirable Qualifications and Requirements

- A Diploma or Advanced Diploma in Spatial 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.
- Several years' experience in GIS, and other related spatial information management and analysis areas, within the land resource management field.
- Knowledge of web based data management and land information systems such as Natural Values Atlas (NVA) and LIST.
- Knowledge of ecological principles, and natural and cultural values in Tasmania.
- Microsoft Access experience.
- Relational database experience.
- A current motor vehicle driver's licence.

Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** 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 DPIPWE 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), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure 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.dpipwe.tas.gov.au provides more information.

The **Natural and Cultural Heritage Division (NCH)** provides resource management, conservation, and Aboriginal and historic heritage services to public and private land managers and other stakeholders.

It is comprised of Aboriginal Heritage Tasmania and three natural heritage branches - the Natural Values Conservation Branch, the Policy, Advice and Regulatory Services Branch and the Threatened Species and Conservation Programs Branch.

- **Aboriginal Heritage Tasmania** is responsible for promoting the recognition, protection and management of Tasmanian Aboriginal heritage, and provides support to the interim Aboriginal Heritage Council.

Statement of Duties: GIS & Database Officer

- **The Natural Heritage Branches** support the conservation and sustainable management of Tasmania's natural heritage and natural resources on public and private land.

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.

DPIPWE 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 DPIPWE.

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.

Approved by:



Date: 08 July 2021