

Role Description

Position Title GIS Asset Support Officer

Position Number IFM127

Purpose of Role

Provide assistance with Geographic Information System (GIS) asset data integrity improvements undertaken by the asset management team, including asset data and spatial capture activities.

Specific Responsibilities

Assist with the capture of asset and spatial data from information sources including, but not limited to, as constructed plans and Asset Design and As Constructed (ADAC) electronic files.

Provide support to the team to assist in maintaining and improving internal and external processes for GIS data capture, including asset data cleansing projects and as constructed workflow processing.

Compile basic asset reports to stakeholders regarding asset data information.

Assist with the management of consultants engaged in data capture projects and other projects related to asset management.

Act as a point of contact to key stakeholders on matters relating to GIS data capture.

Ensure the quality and integrity of asset and spatial data is maintained with a high level of attention to detail and spatial accuracy.

Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Proficiency with the Microsoft Office suite of programs and the ability to develop proficiency with council's corporate systems.

Demonstrated time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

Current C class driver's licence.

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

