

# Recovery Taskforce Geospatial Officer

## Statement of Duties

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**Position number:**

**Award/Agreement:** Tasmanian State Service Award

**Classification level:** General Stream, Band 6

**Division/branch/section:** State Recovery Taskforce

**Location:** Statewide

**Full Time Equivalent (FTE):** 1.00

**Location:** Statewide

**Employment status:** Fixed Term

**Ordinary hours per week:** 36.75 Hours

**Supervisor:** Taskforce Director

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### Position Objective

Manage the resources of the Geospatial program unit within the State Recovery Taskforce.

### Major Duties

- Manage the work programs and projects within the unit to ensure the optimum provision of data to meet Taskforce priorities;
- Coordinate the ongoing development and maintenance of the State's Cadastral, Transport and Property Address geospatial and associated LIST (Land Information System Tasmania) data sets;
- Develop and maintain effective liaison with a range of internal and external stakeholders within Government, industry and the public;
- Perform any other assigned duties, at the classification level that are within the employee's competence and training.

### **Responsibility, Decision-Making and Direction Received**

The occupant is responsible for:

- Providing recommendations and advice to management on processes in meeting specified program objectives.
- Representing the organisation in an appropriate manner as required through dealings with stakeholders, industry and National bodies.
- The occupant is responsible for 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 and for promoting the principles of managing diversity.

Guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.

The occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment.

Work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

### **Selection Criteria**

- Significant knowledge and expertise in the application of GIS systems and processes in the maintenance, management and development of foundation cadastral and/or transport and addressing geospatial data. Highly developed and detailed understanding of the operational framework including specifications, standards and processes for effective program and service delivery.
- High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Taskforce. High level written communication skills.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into area of activity. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
- High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames.

### **Desirable Qualifications and Requirements**

An Advanced/Associate Diploma in Applied Science, or equivalent level, in a Spatial Sciences related discipline, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

A current motor vehicle driver's licence.

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### **State Service Principles:**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

### **Code of Conduct:**

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

### **Workplace diversity:**

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

### **Workplace health and safety:**

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.

### **White Ribbon:**

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The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women