

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	GIS Officer & Data Analyst	Department	Emergency Services
Location	Melbourne	Direct/Indirect Reports	Nil
Reports to	Senior Project Officer, Systems	Date Revised	January 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	<b>Job Evaluation No:</b>	HRC0011475

### ■ Position Summary

Situated in the Emergency Services program, the GIS Officer & Data Analyst works within the Emergency Services Operations team. The Operations team is responsible for implementing the Emergency Services Strategy through the delivery of services, resources and other activities across preparedness, response and recovery.

The GIS Officer & Data Analyst is responsible for the extraction, analysis and reporting of data in support of Emergency Services programs, including current emergency recovery programs. You will be proficient in Microsoft productivity applications (i.e. Excel, Access), mapping applications (i.e. QGIS and Fulcrum – mobile data collection) and data visualisation applications (i.e. Tableau or Microsoft PowerBI). Working closely with the National Coordinators and relevant State or Territory counterparts, you will identify data integrity issues and proactively develop solutions to correct, maintain and monitor data accuracy and consistency where appropriate. This position requires excellent communication skills with ability to ‘bridge the gap’ between business stakeholders and IT.

### ■ Position Responsibilities

#### Key Responsibilities

- Develop and present data driven insights, reporting, dashboards and maps for program planning and decision making
- Develop and run reports, providing analysis and commentary as required
- Analyse data to identify and highlight risks, opportunities and trends
- Collaborate and support GIS & Mapping Officer (GISMO) volunteers on relevant GIS/mapping related projects or activities
- Improve data integrity through process improvement, system configuration and audit activities
- Identify challenges and opportunities to enhance current information management practices and provide possible recommendations
- Engage and communicate effectively with various stakeholders internally, and at times externally

### ■ Position Selection Criteria

#### Technical Competencies

- Experience working closely with various stakeholders to gain in-depth understanding of business needs, articulate solutions and implement changes in a complex environment

- Strong analytical skills with ability to collect, organise, analyse and disseminate significant amounts of information with attention to detail and accuracy
- Technically competent and able to learn and understand the following software/solutions quickly:
  - Mobile data collection application such as Fulcrum
  - Free and open source mapping software such as QGIS
  - Data visualisation applications such as Tableau and/or Microsoft Power BI
- Proficient in Microsoft Office productivity applications such as Excel and Access
- Demonstrated experience in handling large data sets and relational databases using SQL
- Experience in documenting databases, business rules and business reporting requirements
- Working knowledge of the design and development of reports, analytics and dashboards

### Qualifications/Licenses

- Formal qualifications in Data Analytics, Geographical Information Systems or equivalent experience
- Mapping application QGIS free and open source software experience (desirable)
- Mobile data collection application Fulcrum experience (desirable)
- Data visualisation application Tableau or Power BI experience (desirable)

### Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements

- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters