



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Systems Analyst - GIS

### Our vision

Together, towards an even better lifestyle

### 1. Position details

Directorate:	Corporate Services	Level: 7
Reports to:	Coordinator Information Technology	
Supervision of:	Nil	
Significant Working Relationships:	Information Technology Team Infrastructure and Sustainable Development Directorates Directorate team members Internal and External Stakeholders	

### 2. Position summary

Provide direct support and training to the Shire's Information and Communications Technology (ICT) customers in their use of corporate information systems specialising in geographic information systems (GIS). This role is also responsible for the maintenance, integration, development and promotion of the corporate information systems and associated data.

### 3. Community strategic objectives



Diversified  
Economy



Connected  
Communities



Protected Natural  
Environment



Sustainable Built  
Environment



Effective Civic  
Leadership

## 4. Our values

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## 5. Key duties and responsibilities

Key functions	Specific duties
GIS Systems	<ul style="list-style-type: none"><li>• Responsible for development, maintenance and upgrade of the corporate GIS systems.</li><li>• Maintain the corporate GIS infrastructure and data backups.</li><li>• Develop and support mobile field worker applications.</li><li>• Maintain integration between GIS and other information systems such as the corporate enterprise resource planning (ERP).</li><li>• Liaise with Shire business units such as planning, building and engineering to enhance the use of GIS systems in their workflows.</li></ul>
GIS Information	<ul style="list-style-type: none"><li>• Responsible for the creation, maintenance, and coordination of corporate GIS datasets.</li><li>• Manage the supply and exchange of data with external agencies.</li><li>• Managing the tools to capture the location and details of infrastructure assets and provide support to teams using systems in the field.</li><li>• Use corporate GIS data to produce cartography works, reports and presentational material for internal and external customers.</li><li>• Ensure datasets adhere to defined data quality standards.</li><li>• Use integration tools to support transition of data across different formats and information systems.</li></ul>
Other Systems	<ul style="list-style-type: none"><li>• Contribute to the development, maintenance and upgrade of other corporate information systems.</li><li>• Contribute to the maintenance of other corporate datasets.</li><li>• Contribute to the production of reports and presentation material using corporate datasets.</li><li>• Identify opportunities for technological improvements within current business systems.</li></ul>
Service Desk	<ul style="list-style-type: none"><li>• Provide first line support to Shire users for corporate information systems, reporting and associated datasets.</li></ul>

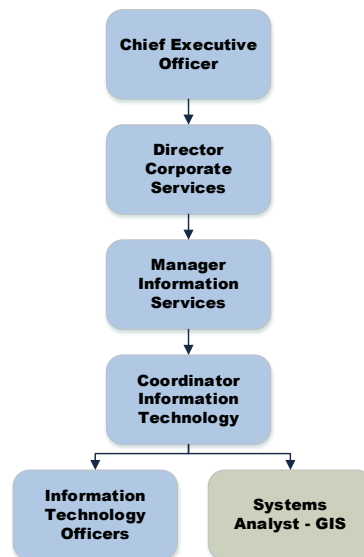
	<ul style="list-style-type: none"> <li>Analyse user issue reports and provide first line assistance, and assist in resolution of issues with suppliers as required.</li> <li>Assist in providing regular reporting of service desk activities as directed by the Coordinator Information Technology.</li> </ul>
System documentation and knowledge management	<ul style="list-style-type: none"> <li>Prepare and maintain high quality technical, business, system and user documentation.</li> <li>Assist in the maintenance of registers of Information Technology Business unit related information as required.</li> <li>Provide training and advice to system users, including development of future GIS applications to meet user needs, and to become self-sufficient in its use.</li> <li>Provide input to policies, plans, manuals and management guidelines.</li> <li>Ensure programs and activities are implemented in a timely manner and in line with policies and current procedures.</li> <li>Implement risk management requirements across programs and activities.</li> </ul>
System security	<ul style="list-style-type: none"> <li>Under the direction of the Coordinator Information Technology, use administration utilities to restrict user access to information sets in accordance with those user work requirements, but subject to final approvals from the relevant Manager.</li> <li>To adequately protect the Shire's information systems and datasets from malicious threats both internal and external.</li> </ul>
Representations	<ul style="list-style-type: none"> <li>Develop networks with officers of neighbouring local governments and external stakeholders on relevant GIS matters.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Reasonable duties commensurate with classification level.</li> <li>National Crime Check.</li> <li>Current "C" Class Drivers Licence.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>Work in accordance with the Shire's Work Health and Safety and risk management principles.</li> <li>Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>Create and capture records of work activities in line with policies and procedures.</li> </ul>

- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

## 6. Extent of authority

Operate under the general direction of the Manager Information Services and Director Corporate Services within the established procedures, guidelines and practices and Council policies and relevant legislation.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Tertiary qualifications and/or significant current experience and training in a similar role.
2. Demonstrated experience in the following systems: ESRI, QGIS, SQL Server, and FME.
3. Demonstrated ability to provide specialist expertise in the creation, integration and manipulation of spatial data and provide analysis of these products.
4. Demonstrated verbal and written skills and ability to follow procedures and policies as they apply to the position.
5. Demonstrated hands-on experience in using and supporting web enabled Geographic information systems.

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6. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
  7. Ability to work as an effective team member.
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**Desirable**

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1. Previous experience in supporting GIS systems at an organisation of similar size and complexity to the Shire of Harvey.
  2. Knowledge of WA spatial datasets and standards (eg SLIP, Landgate).
  3. Previous local government experience.
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