

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	GIS Planning Officer
POSITION NUMBER:	0351
DIVISION:	Planning & Development
DEPARTMENT:	City Development
CLASSIFICATION:	Band 5
REPORTS TO:	Coordinator Strategic Implementation
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Employees at all levels of the organisation
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups, relevant State and Federal government departments
DATE:	March 2017

POSITION OBJECTIVES:

The GIS Planning Officer provides a Geographical Information Systems (GIS) and mapping service to Council, and at times external stakeholders. The position also provides planning, technical and research assistance to strategic planners involved in the planning scheme amendments process and undertaking planning projects.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Prepare maps using Council's GIS for internal and external customers and clients.
3. Undertake research and data analysis on strategic planning issues.
4. Assist other Council staff with the processing of planning scheme amendments, Panel Hearing preparation and administrative duties as required.
5. Prepare and manage straightforward planning scheme amendments and planning projects as required and dependant on skills and experience.
6. Prepare printed and digital information for public consultation such as large scale maps, information sheets, brochures and posters.
7. Assist with maintaining Council's planning scheme amendments web page.
8. Monitor exhibition and approval of planning scheme amendments by the State Government and ensure Council's GIS "amendments" layer is up to date.
9. Ensure Council's hard copy planning scheme ordinances and maps are kept up to date and maintain historic planning scheme records.

10. Research planning scheme and zoning history of properties as required.
11. Manage the sale of maps including collection of appropriate fees.
12. Adhere to all Council's policies and procedures relevant to this position.
13. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. Demonstrated skills and experience using GIS.
2. Research, analytical and problem solving skills with the ability to rapidly acquire and retain knowledge.
3. Competent digital literacy across a range of platforms.
4. Understanding and interest in strategic town planning.
5. Tertiary qualification, or substantial progress towards a qualification in Town Planning, Spatial Science, Geography or related disciplines.
6. Commitment to adhering to the Council code of conduct and values.

Desirable:

7. Experience using Adobe products (e.g. InDesign, Illustrator).
8. Some experience working in town planning or similar.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This is a position providing technical support and advice particularly on matters pertaining to GIS.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- The nature of the work of this position is specialised with the incumbent expected to be able to make decisions regarding the best methods and procedures in relation to GIS based work.
- The role also allows for the incumbent to undertake basic strategic planning tasks.
- Counsel and guidance will be always available from senior team members and/or the Coordinator.

SPECIALIST SKILLS AND KNOWLEDGE:

- Understanding and knowledge of GIS and cartography principles and theories
- Highly developed computer skills in GIS and ability to use graphic design products and MS Office applications including Word, Excel and Outlook.
- Understanding of the role of Local Government in strategic planning.

MANAGEMENT SKILLS:

- Proficient time management and prioritisation skills with the ability to plan and organise activities in order to achieve objectives within reasonable timeframes.
- Ability to work autonomously and manage own priorities.

INTERPERSONAL SKILLS:

- Well developed analytical, investigative, interpretative and problem solving skills with strong attention to detail.
- Exceptional communication skills, both written and verbal, with the ability to use plain English in a concise and informative manner.
- Ability to work effectively in a team environment
- Proactive, positive and professional attitude with a flexible approach.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification, or substantial progress towards a qualification in Town Planning, Spatial Science, Geography or related disciplines.
- Working knowledge and experience using a Geographical Information System, preferably in town planning or land related industries.
- Current Victorian Driver Licence.

ADDITIONAL INFORMATION:

- It is expected that the incumbent will undertake ongoing training funded by Council to ensure an up-to-date GIS skill set is maintained and to develop basic skills in graphic design.

HOW TO APPLY

Applications close: 5:00pm Friday 5 May 2017

Contact Person: Peter Smith, Coordinator Strategic Implementation ph 5272 4856

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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