POSITION DESCRIPTION

City of Mount Gambier

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Position Number:	AGSO
Position Title:	Asset & GIS System Officer
Division:	Engineering Design & Assets
Classification:	Level 4 Step 1 - Level 4 Step 4
Status:	Full Time Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Manager Engineering Design & Assets

>>> LEAD   CONNECT   DELIVER

Position Objectives

The Asset & GIS System Officer is responsible for administering, updating, and reporting on asset and spatial data within the Asset Management System and Geographic Information System (GIS). This role is focused on centralising data management and reporting to ensure the accuracy, integrity, and availability of critical information.

The Asset & GIS System Officer plays a key role in improving data quality and accessibility, which supports informed decision-making and enhances the operational efficiency of the City's infrastructure management. This position is also essential in the continuous development and optimization of asset and GIS management systems and processes, ensuring they remain effective and up-to-date.

Key Result Areas

1. Asset and GIS Data System Management.

2. Technical Support & System Administration.

3. Internal Stakeholder Management.

4. Innovation & Process Improvements.

Void without CEO approval:

REVIEWED: Manager		31/10/2024
REVIEWED: General Manager		31/10/2024
APPROVED: Acting Chief Executive Officer		04/11/2024

Key Duties & Responsibilities

1. **Asset and GIS System Management**

   - Assist in managing and troubleshooting Asset Management & GIS systems.
   - Ensure system stability, performance, security, and perform necessary software modifications.
   - Assist in developing integrations for seamless interoperability between applications.

2. **Technical Support & System Administration**

   - Apply specialised skills in asset database administration.
   - Create and support online reporting tools, dashboards, and mobile solutions for field data collection.
   - Program mobile applications for field data collection, work order management, and task reporting.
   - Lead the development a user-friendly GIS mapping system for internal and external stakeholders.
   - Create and present geospatial maps and reports for management to support decision-making processes.
   - Maintain and manage Councils GIS databases to ensure data accuracy and compliance with relevant standards.

3. **Internal Stakeholder Management**

   - Coordinate with internal stakeholders to integrate asset registers, customer requests, and WHS systems into a centralised database.
   - Communicate and coordinate effectively to enhance interdepartmental information sharing in relation to Assets and GIS management system.

4. **Innovation & Process Improvement.**

   - Design and build new tools and applications to enhance the functionality and usability of the Asset Management and GIS systems.
   - Use processes or software skills to automate regular tasks, making processes faster and more efficient.
   - Develop connections between the Asset Management System, GIS, and other platforms to ensure smooth data sharing and communication.
   - Regularly review and improve data management processes to ensure accuracy, reliability, and ease of use.
   - Stay up to date with new technologies and apply them to enhance the capabilities of the Asset Management and GIS systems.
   - Design effective user interfaces and mobile apps that help field officers collect data, manage work orders, and report progress easily.

5. **Work Health and Safety**

   - Responsible for and actively involved in, identifying, and managing risks and hazards in day-to-day activities and operations.
   - Exercise appropriate care and responsibility to ensure your actions do not endanger others in the workplace within the organisation and the public.
   - Take responsibility for your own health, safety and fitness at work.

- Actively participate in the organisations continuous safety improvement programs.
- Abide by the organisations "Safety Always" culture by being actively involved in safety reporting processes.
- Details of duties required to achieve desired outcomes for this area of work.

6. Other Duties

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.

7. Adhere to City of Mount Gambier General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of City of Mount Gambier's Staff Members.
- Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation's customer service charter.

Key Competencies & Selection Criteria

Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate
- Current satisfactory Working with Children Check (WWCC)
- Current and valid Driver's Licence – *(CLASS C)*

Essential

- Formal qualifications (Diploma or Cert IV) in Geographic Information Systems/Asset Management or a combination of experience, expertise, and competency relevant to the position.

- Strong ability in setting up process to retrieve specific information from a database, and functions for database management, reporting, and integration purposes.

- Working knowledge and skills in Asset Management Systems (Authority, Assetic, Conform etc) and GIS softwares (Preferable in ESRI) in a Windows environment.

- Display positive communication and motivation – that is being a professional with a "can do" attitude and self-motivated.

- Time management, work prioritisation and organisational skills as well as the ability to resolve minor work procedural issues.

- Effective interpersonal skills including the ability to work as an effective and positive team member in a customer focused and flexible environment.

- Strong communication and customer service skills with demonstrated ability to prepare standard business correspondence and use initiative and sound judgement to guide customers and resolve problems often requiring tact, diplomacy and sensitivity.

- Proficiency in relevant computer software, applications, systems, database management and mobile devices which could include Microsoft office suite, electronic data content management, customer management, property and/or Financial Business System.

Desirable

- Ability to develop custom applications or user interfaces to support asset data collection, work order management and reporting.

- Spatial Data Collection and Photogrammetry Surveying using drones.

- Ability to acquire the skills to read and interpret engineering plans and drawings.

- Drafting capability using Computer Aided Design (CAD) software.

Occupant:

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ _____/_____/_____
                                                        Signature   *date*