

Position Description

Position title	GIS (Geographic Information Systems) Graduate Consultant
Position ID	
Classification	E1
Discipline	Geographic Information Systems
Hours	Part Time – FTE 0.40
Direct reports	Nil
Reports to	IT and GIS Manager
Location	Parramatta
Position purpose	This position provides specialist GIS and data capture/management services to internal Niche customers. This position may be required to liaise with external clients in regards to spatial data transfer, manipulation and management. This position will be required to maintain the spatial data holdings, GIS software, liaison for associated IT platforms, and provide advice on GIS/data management and IT issues.
Key Performance Indicators (KPI's)	
KPI	Measure and Expectation
Project management	<ul style="list-style-type: none"> • Produce quality maps for client reports, with minimal supervision • Ensure truth-in-data standards are rigorously enforced • Undertake spatial analysis as necessary to realise project goals • Communicate effectively with Niche professional staff to streamline end-to-end project data management • Provide Niche staff with spatial capability training and advice, in formal and ad-hoc settings • Maintain and evaluate the Niche spatial data repository • Maintain, evaluate and upgrade Niche GIS software to ensure best practise • Liaise with the Niche external IT custodian to ensure best practise, particularly with respect to spatial data and software • Understand allied spatial software, with an emphasis on field data collation and retrieval • Review various data sources for information enhancement and knowledge development

	<ul style="list-style-type: none"> • Liaise with internal stakeholders to develop a robust company knowledge management system • Projects are to be completed on time and within budget
GIS reports briefings and targets	<ul style="list-style-type: none"> • Manage projects and internal and external clients with a high level of professionalism and technical expertise • Reports and maps produced will be of a professional standard and technical data relevant to the project brief. Reports and maps will be correctly formatted and edited accordingly ensuring all compliance levels are achieved • Provide input for regular client briefings and updates on progress are to be scheduled and delivered • Meet Utilisation Targets and Individual Key Performance Indicators
Data management	<ul style="list-style-type: none"> • Provide advice in GIS and data management • Remain current with GIS and data capture/management practices, provide updated information as it becomes available to staff • All technical data and filed work is to be collected in a safe manner as per company policy and procedure
Workplace health and safety	<ul style="list-style-type: none"> • Ensure that all work is carried out with consideration of workplace health and safety policies and procedures. Risks are to be identified reported and safety equipment and clothing must be worn at all times • Respond to any HSE incidents as per the incident procedure and report them to their manager and the HSE coordinator as per the HSE manual • Respond to any environmental risks as appropriate through the SWMS process and advise management and the HSE coordinator accordingly: <ul style="list-style-type: none"> ▪ Have current Senior First Aid qualification or willingness to obtain ▪ Participate in HSE consultation and training initiatives as required
Competency Profile	
Competency	Description
Technical expertise	<ul style="list-style-type: none"> • Solid GIS and IT skills, together with professional experience • Production of technical maps and report writing and preparation of associated appendices which may include site diagrams, bespoke mapping and aerial photographs • Strong interpersonal skills and is very detail oriented and organised • Precise attention to detail and ability to produce professional quality deliverables on time and on budget
Technology	<ul style="list-style-type: none"> • Competent with Microsoft Office Suite and the Windows environment • Operation of ArcGIS and related software • GPS • Data capture applications and technologies
Problem solving	<ul style="list-style-type: none"> • Proactively identify issues and problem-solve these, seeking support where necessary • Identify; investigate and resolve defined problem areas and apply solutions.

	<ul style="list-style-type: none"> • Analysis of data • Customer/client satisfaction • Handling enquires
Planning and coordination	<ul style="list-style-type: none"> • Planning of workload – work is administrated and completed within specified deadlines • Conduct reviews for more contentious client documents (e.g. budgets, proposals, draft and final reports, letters etc.) • Able to meet and or exceed utilisation targets
Communication	<ul style="list-style-type: none"> • Liaison with executive leadership team, senior managers and consultants • Liaison with clients and third party providers • Written and verbal communication skills (through collation and production of professional reporting and management meetings) • Team player • Self-motivated
Autonomy	Support role: 20% Autonomy: 80%

Qualifications and Experience	
Education	<p>Essential:</p> <ul style="list-style-type: none"> • Tertiary qualification from a recognised institution at undergraduate or postgraduate level with a major in GIS/IT or allied fields <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of ecology, archaeology and natural systems
Experience	<p>Years of experience:</p> <ul style="list-style-type: none"> • 1+ years' GIS experience post degree <p>Areas of work experience:</p> <ul style="list-style-type: none"> • Demonstrated experience and competency with GIS technology and IT • Competence with computers, including substantive experience with GIS and MS Office • Good communication skills, including technical report writing with the ability to work effectively with a diverse group of individuals

The employee's signature confirms that the position holder and team leader / manager have read the above position description and are satisfied that it accurately describes the position.

Employee Name	
Date	
Signature	

Reviewed by	Amendments	Document Approved By	Date
Kelly Byrne	Created	Kelly Byrne & Ash Parker	16/01/2019