

Position Description

Position title	GIS Consultant
Position ID	JD060
Classification	M2
Discipline	GIS
Hours	Full time (Minimum 37.5 hours/week)
Direct reports	Nil
Reports to	IT & GIS Manager
Location	Sandgate QLD, Cairns, QLD / Parramatta NSW
Position purpose	The role is responsible for providing specialist GIS and data capture/management services to internal and external customers. The role collaborates with the IT & GIS manager, the GIS team, external and internal stakeholders.
Key Result Areas (KRA's)	
Strategic areas where positive results must be achieved for Niche to achieve its strategic goals	
KRA	Measure and Expectation
Project management	<p>Produce publication-quality maps for client reports, with minimal supervision</p> <p>Ensure truth-in-data standards are rigorously enforced</p> <p>Undertake spatial analysis as necessary to realise project goals</p> <p>Communicate effectively with Niche professional staff to streamline end-to-end project data management</p> <p>Provide Niche staff with spatial capability training and advice, in formal and ad-hoc settings</p> <p>Maintain, evaluate and develop the Niche spatial data repository</p> <p>Maintain, evaluate and upgrade Niche GIS software to ensure best practise</p> <p>Apply best practise, particularly with respect to spatial data and software</p> <p>Develop or acquire spatial solutions, with an emphasis on field data collation and retrieval</p> <p>Integrate various data sources for information enhancement and knowledge development</p>

	<p>Liaise with internal stakeholders to develop a robust company knowledge management system</p> <p>Comprehensive project management increasing in complexity within own discipline</p> <p>Initial review and quality control of own work</p> <p>Produces a high level of chargeable project work meeting productivity targets and using effective project management processes</p>
Technical expertise	<p>Strong GIS and competent IT skills, together with solid professional experience</p> <p>Production of technical maps and limited report writing and preparation of associated appendices which may include site diagrams, bespoke mapping and aerial photographs with minimal editing required</p> <p>Strong interpersonal skills and is very detail oriented and organised</p> <p>Precise attention to detail and ability to produce professional quality deliverables on time and on budget</p> <p>Offline and online maps and other spatial data produced is of a professional standard and technical data relevant to the project brief. Reports and maps are correctly formatted and edited accordingly ensuring all compliance levels are achieved</p> <p>Regular client briefings and updates on progress are to be scheduled and delivered</p> <p>All sensitive data is to be handled in a manner as per company policy and procedure</p>
Internal and external client relationship management	<p>Provide a strong commitment to internal service delivery to the Niche ecology, cultural heritage and approvals teams</p> <p>Involved and able to liaise with clients in order to develop effective client relationships</p> <p>Aware of client satisfaction levels and what is required to meet or exceed those targets</p> <p>Attend or participate in technical and industry related conferences and forums</p> <p>Proactively identify client issues and problem-solve these with clients, seeking support where necessary</p> <p>Manage projects and internal and external clients with a high level of professionalism and technical expertise</p>
Financial	<p>Responsible for adhering to team and project budgets</p> <p>Ensure business related expenses are in accordance with policy, limits of authority and project budgets</p>
Mentoring	<p>Face to face mentoring of less experienced employees especially in regard to technical aspects of discipline, Niche systems and processes</p> <p>Leads by example the Niche values and in following policies and the code of conduct</p>
Marketing and business development	<p>Develop marketing skills as guided by the Marketing Leader</p> <p>Develop and maintain respectful client relationships</p>

Health Safety and Environment	<p>Lead by example to promote a proactive safety culture</p> <p>Play an active role in your safety and the safety of others around you</p> <p>Ensure that all work is carried out with compliance to workplace health and safety laws, regulations, policies and procedures. Risks are to be identified and reported</p> <p>Respond to any HSE incidents as per the incident procedure and report them to your 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</p> <p>Participate in HSE consultation and training initiatives</p>
Competency Profile	
Competency	Description
Collaborative	<p>Works well with others to achieve team goals</p> <p>Shares opinion/experience/ knowledge with others and in turn, listens to the values and opinions of others</p> <p>Consults with colleagues and seeks their input in problem solving /decision making</p> <p>Keep senior colleagues/ team leader informed of progress/issues encountered</p>
Communication	<p>Listens to others</p> <p>Expresses thoughts and ideas effectively</p> <p>Conveys information clearly, concisely and logically in both verbal and written</p> <p>Checks for understanding to ensure mutual understanding of others</p>
Problem solving	<p>Seeks all relevant information for problem solving</p> <p>willing to seek input from others and share own ideas to achieve best outcomes</p>
Innovative	<p>Draws on a range of information sources to identify a new ways of doing things</p> <p>Challenges the status quo by continuously reviewing the established ways of doing things</p>
Resilience	<p>Perseveres to achieve goals, even in the face of obstacles</p> <p>understands setbacks and disappointments</p> <p>Remains calm and in control under pressure</p> <p>Accepts constructive criticism in an objective manner</p>
Professionalism	<p>Demonstrates professional and respectful behaviours that reflect organisational expectations</p> <p>Behaves ethically and accepts responsibility for own actions</p> <p>Responds to others with courtesy and respect, is open and honest</p>

Cultural awareness and support of diversity	<p>Treats others fairly</p> <p>Treats all people with respect and values diverse perspectives</p> <p>Participates in a supportive work environment for the diverse and multicultural workforce</p> <p>Recognizes differences as opportunities to learn and gain by working together</p>
Qualifications and Experience	
Education	<p>Essential:</p> <p>Degree/undergraduate degree or postgraduate qualification, preferably in GIS/IT or another similar subject</p> <p>Current drivers licence is required</p> <p>Desirable:</p> <p>First Aid Certificate or willingness to obtain</p> <p>Understanding of ecology, archaeology and natural systems</p> <p>Demonstrated experience and competency with GIS technology and IT systems</p> <p>Competence with computers, including substantive experience with GIS and MS Office</p> <p>Ability to work effectively with a diverse group of individuals</p>
Experience	<p>Years of experience:</p> <p>At least 4 year’s technical experience as a and 2-3 years consultancy experience</p> <p>Areas of work experience:</p> <p>Solid technical and communication skills</p> <p>Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines</p> <p>Experience with collect information, analyse and produce effective business reports and financials</p> <p>Professional:</p> <p>Actively involved in relevant industry events and associations</p> <p>Remain current with relevant legislation and regulatory updates</p> <p>Maintain a network of industry peers</p>
Attachments	
Key Performance Indicators	<p>The table attached defines observable indicators as quantifiable metrics to track progress and success</p>

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	2019 HR Review	Kelly Byrne, HR Manager	18/5/2019
		Ash Parker, IT & GIS Manager	10/12/2019