

GIS Operator

Position Description

Context

Manager

Spatial Data Administrator

Division

Commercial Resources

Location

Corporate Support Office, Melbourne

Tenure

Fixed Term / Full time

Career Level

Career Level 3

Primary Objectives

Organisational

VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.

We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.

We are an active member of the communities in which we operate and we are committed to giving stakeholders the opportunity to have input into our forestry practices.

Role

Spatial data are the primary component of VicForests' planning and operational management systems. Together with the Data Administrator, the GIS Operator will be responsible for the maintenance, development and support of VicForests' spatial information and to ensure that it is represented accurately in the relevant business systems.

You will also be required to assist with spatial analysis tasks, the administration of corporate data and spatial applications across multiple systems and platforms and provide support to regional staff as required.

VicForests' Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

Key Result Areas

The KRA's are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

- Maintain spatial datasets and quality controls to ensure that corporate data is accurate, current and relevant
- Create and maintain spatial metadata
- Support spatial systems and applications
- Perform complex GIS analyses in a repeatable manner on both raster and vector data types
- Provide specialist GIS support to staff
- Produce high quality cartographic maps and plans
- Provide support and integration of spatial data and applications with other business systems;
- Contribute to corporate projects as required
- Ensure risk management processes are followed
- Perform duties in a manner that ensures the health and safety of yourself and others. Ensure that all incidents and hazards are reported in a timely manner;
- Identify and communicate key risks and ensure risk management processes are followed.

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Degree/ Diploma in a spatial science related discipline with experience in spatial science, GIS, surveying or equivalent	Essential
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Technical skills	<p>Essential</p> <ul style="list-style-type: none"> ▪ Basic understanding of Microsoft Windows operating system and ability to use Microsoft Office (Word/Excel/Visio); ▪ Detailed knowledge of ESRI ArcGIS systems in a multi-user environment; ▪ Able to create, query and manage spatial data and products <p>Desirable</p> <ul style="list-style-type: none"> ▪ Understanding of forestry planning and supply chain systems; ▪ Scripting in Python; ▪ Experience in Open Source GIS
Conceptual and Analytical ability	<ul style="list-style-type: none"> ▪ Able to create, manage, query and analyse spatial data
Team work	<ul style="list-style-type: none"> ▪ Ability to work in multi-disciplinary teams and engage with team members and stakeholders in an open and constructive manner

Attributes	Behaviours
Written communication	<ul style="list-style-type: none"> ▪ Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language ▪ Ensures written communications contain necessary information to achieve their purpose
Verbal communication	<ul style="list-style-type: none"> ▪ Understands and meets the needs of target audiences ▪ Sees things from others' points of view and confirms understanding
Presentation skills	<ul style="list-style-type: none"> ▪ Prepares and delivers short presentations using clear language and visual aids such as PowerPoint or printed material
Problem solving	<ul style="list-style-type: none"> ▪ Seeks all relevant information for problem solving; ▪ Investigates and probes for the facts; ▪ Liaises with stakeholders; ▪ Analyses issues from different perspectives and draws sound inferences from information available; ▪ Identifies and proposes workable solutions to problems.

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

Some long distance travel and overnight stays in country locations may be required

External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

In accordance with VicForests processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

If this role requires regular contact with vulnerable people (particularly children), a Working With Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____

Position Location: _____

Signature: _____

Date: _____