



## Job Description : Spatial Systems & Data Officer

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<b>POSITION TITLE:</b>	Spatial Systems & Data Officer
<b>POSITION NUMBER:</b>	MA004
<b>CLASSIFICATION LEVEL:</b>	CL 5 - CL 6 (Broad-banded)
<b>POSITION LOCATION:</b>	27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	MA001 Geospatial Services Team Leader
<b>LAST REVIEWED:</b>	June 2024

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### KEY FUNCTIONS

*Responsible for the provision of Geographical Information System (GIS) services to the Central Land Council, including maintenance and development of spatial data and enterprise systems and cartographic production.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. In consultation with CLC staff, create customised map products using GIS data and software.
2. Comply with procedures and work practices and document metadata, procedures and change control practices to ensure the technical and spatial integrity of the GIS and other operations of the Spatial Information Systems Section.
3. Develop and maintain enterprise geodatabases and spatial data sets, including procedures and tools to ensure the safety and integrity of the GIS databases.
4. Responsible for the implementation, maintenance and development of CLC GIS applications and systems. As required, act as Project Leader for projects.
5. Monitor, evaluate and report to the Mapping Team leader on advances in GIS technology and the availability of land related data from public and private sector organisations.
6. Monitor deployment and use of GIS systems across the organisation to ensure compliance with accepted CLC GIS standards and practices and identify user needs.
7. Develop and deliver training for CLC staff in the use of the GIS systems.
8. Provide spatial analytics support and reporting to internal CLC clients.
9. Establish and maintain effective liaison with other operational sections within the organisation.
10. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
11. Other duties that are safe, legal, logical and responsible while being within limits of employee's skill, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)
- *Northern Territory Aboriginal Sacred Sites Act (NT) 1989* (Cth)
- *Native Title Act 1993*
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act)
- *Work Health & Safety Act 2011* (Cth)
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

### WORKING RELATIONSHIPS

- Reports to and receives direction from Geospatial Services Team Leader.
- Work collaboratively with all other staff of the Section in making positive contributions to the

CLC's performance.

- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the organisation's overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.
- Work with contractors for systems implementation and maintenance

#### **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

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### **SELECTION CRITERIA**

#### **ESSENTIAL**

1. Tertiary qualifications in a relevant field with work experience in GIS development or equivalent work experience in GIS development.
2. Demonstrated practice experience in GIS design, function and application, cartographic production and data standards.
3. Extensive recent administration of GIS database and portal platforms.
4. Evidence of success initiating and acting as project leader for complex technical projects, including demonstrated understanding of project management principles.
5. Demonstrated ability to work as a part of a team under limited direction, set priorities, undertake tasks efficiently, respond effectively to challenges.
6. Demonstrated ability in the effective use of a range of Windows-based applications.
7. Sound written and oral communication skills, including the ability to communicate effectively in writing with staff, clients, suppliers and contractors.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current Australian driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

#### **DESIRABLE**

1. Experience in the implementation or administration of Esri ArcGIS Enterprise (Server, Portal).
2. Demonstrated ability in the use of Python, Arcade, SQL, HTML5 or other relevant coding languages.
3. Experience in the design or maintenance of relational databases and/or ESRI Geodatabases.
4. Previous experience in or knowledge of spatial modelling of ecological, land use or resource systems including image processing and analysis.
5. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded
6. Experience working in remote areas
7. Experience working in an Aboriginal Organisations or cross-cultural environment
8. An awareness and understanding of the overall context in which the Central Land Council operates

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*APPROVAL DATE: 26/06/2024*