



POSITION DESCRIPTION/SPECIFICATION

1. **POSITION IDENTIFICATION**

Title	GIS Analyst	Level	8
Business Unit	Information Technology	Position Number	01800
Directorate	Corporate Services	Date Established	December 2025
Reporting to	Coordinator Business Systems	Date Updated	

2. **KEY OBJECTIVES**

- To provide ongoing development and maintenance of the City's Geographical Information System (GIS) systems and services.
- To provide specialist business and technical support in relation to GIS systems and services.
- To provide an internal consultancy and high level IT support to business units across the City, ensuring the effective deployment of GIS systems and services to meet the needs of the business.

3. **KEY ACCOUNTABILITIES**

- Timely and accurate delivery of assigned work and projects within allocated budget.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Undertake activities in accordance with the Business Unit Plan, Annual Plan, Corporate Business Plan and Strategic Community Plan.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Comply with Work Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Geographical Information System Services

- Responsible for the implementation, development, upgrade and maintenance of the City's GIS systems and services.
- Ensure the integrity and confidentiality of the City's GIS systems and services.
- Proactively identify and implement system improvements to increase system efficiency.
- Coordinate and complete GIS system upgrade projects in accordance with the agreed scope, timeframes and budgets.
- Contributes to the development of the annual budget for the business unit with respect to project budgets.
- Plan and implement the integration of GIS systems with other corporate information systems.
- Perform a wide range of systems implementation and upgrade tasks for assigned projects, such as project scoping, requirements analysis, systems design, system configuration, testing, data conversion, implementation, change management and project reporting ensuring all projects are in accordance with agreed scope, timeframe and budget.
- Liaise with business units to ensure the effective use of GIS systems and services and identify areas for development and continuous improvement.
- Liaise with organisations such as Landgate, NearMap, Water Corporation, other Local Governments, WALGA, Department of Planning and Department of Environment to source and/or provide information and/or map related data.
- Work in City wide project involving GIS systems and services.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Application Development and Support

- Provide training and support to employees within the business unit involved in GIS systems and services.
- Provide training and support to employees in the use of GIS systems and services and promoting self service for the GIS function.
- Continuously research technology and opportunities to improve customer service through implementing more effective GIS support to the City's business processes.
- Provide support for GIS systems in tandem with software suppliers and employees to ensure the ongoing viability of production systems.
- Provide technical support of the City's GIS systems and services, including web-based mapping services for internal and external customers.
- Apply application support procedures and methodologies and contribute to protocol and procedure development.
- Coordinate activities in the context of the above.

Outcome: Consultancy

- Provide high level specialist advice to the Manager IT the GIS Analyst and to the business units involving the development and implementation of the City's GIS systems and services.
- Investigate, assess and respond to City wide complex enquiries, requests and correspondence relating to GIS systems and services.
- Provide a highly professional and technical advisory and consulting service to the City.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Organisational and time management with proven ability to effectively prioritise multiple tasks to meet deadlines and achieve the desired outcomes.
- Conceptual and analytical ability.
- Problem solving skills.
- Written and verbal communication skills, with proven ability to analyse data/information to ensure clear and concise reports.
- Interpersonal, conflict resolution and negotiation skills, to effectively liaise with internal and external parties.

Knowledge:

- Comprehensive knowledge of GIS products, such as MapInfo and Intramap and associated development and reporting tools.
- Comprehensive knowledge of information systems theory, best practice and processes.
- Comprehensive knowledge of the use of Microsoft Platform and Microsoft Office products in the delivery of GIS services to the end user.
- Relational database systems such MS SQL Server and the use of SQL.
- Of web based systems.
- Knowledge of Local Government processes and terminology, such as Town Planning, infrastructure and asset management.

Experience:

- Implementing and supporting GIS systems and software, including web based systems and reporting tools.
- In providing an internal consultancy on a wide range of GIS matters to Business Units.
- In using contemporary information technology tools.
- With specific GIS products, such as ESRI/ArcGIS, FME, MapInfo and Intramaps.
- With relational database systems such MS SQL Server and the use of SQL.
- With spatial data providers such as government authorities.

Qualifications / Clearances:

- Tertiary qualification in Geographical Information Systems or a related discipline or equivalent extensive experience.

6. EXTENT OF AUTHORITY

- Has delegated authority to manage large and complex projects.
- Responsible for control and coordination of projects including cost effectiveness and timeliness.
- Holds a key role in the implementation of GIS systems.
- Required to use professional knowledge and approach to solving complex problems.
- Decisions and actions taken may have a significant effect on projects being coordinated.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction

Internal:

- All other business units

External:

- Landgate
- WALGA
- Department of Planning
- Department of Environment
- Water Corporation
- CSIRO
- Nearmap
- IT Suppliers, Consultants and Contractors
- Other local authorities

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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