



POSITION DESCRIPTION

POSITION:	GIS Team Leader
POSITION NO:	New
CLASSIFICATION:	Band 7
DIVISION:	Corporate
DEPARTMENT:	Information Services
LOCATION:	Civic Centre
DATE PREPARED:	21 October, 2009
OCCUPANT:	Vacant

POSITION OBJECTIVE

- Provide professional and technical leadership for a team of dedicated GIS staff involved in the development, enhancement, support and integration of Council's Geographic Information System (GIS) and related mobile applications.
- Ensure the strategic and effective management and development of Council's GIS policies, standards, systems and applications.

DUTIES AND RESPONSIBILITIES

Excellence in Customer Service

- Work with Council units, other authorities and solution providers in relation to GIS and Spatial data requirements.
- Manage key stakeholder and client relationships
- Contribute to the development of high quality customer service across the Organisation.

Geographic Information System (including related mobile applications)

- Provide effective guidance and hands-on support for GIS related activities, systems and applications throughout the organisation.
- Work with the GIS team to actively plan, direct, prioritise & monitor GIS tasks, services and projects.
- Create and maintain quality system procedures and business rules to ensure currency and accuracy of Council's spatial datasets and systems.
- Undertake spatial data audits, cleansing, consolidation and capture of metadata activities to ensure datasets are sustainable.
- Monitor and research new developments in the GIS industry, and recommend and implement initiatives which support business requirements.
- Promote the development and use of the GIS and related applications across the organisation and into the community.
- Identify and develop training strategies to facilitate the effective implementation and use of GIS and related applications throughout Council.

- Ensure GIS (including mobile applications) service and development requests are logged, tracked and actioned within agreed timeframes.

Staff Management

- Provide strategic leadership to Council's GIS team, ensuring appropriate integration with other business systems and processes.
- Foster a cohesive team approach to projects and activities
- Supervise and support the operational activities of the GIS team, ensuring a high level of efficiency and professionalism.
- Undertake human resource management activities such as recruitment, induction, performance management, learning and development, occupational health and safety, and diversity for staff reporting to this position.

General

- Undertake, manage and supervise development and implementation projects according to Council's project management guidelines and procedures.
- Significantly contribute to the development and implementation of the Information Systems business plan and related budgets.

Corporate Responsibilities

Comply with all Council policies, procedures and guidelines including those relating to Occupational Health & Safety, Equal Opportunity (including harassment and bullying), Privacy and Code of Conduct

ORGANISATION RELATIONSHIPS

<i>Reports To:</i>	Corporate Information Systems Coordinator
<i>Supervises:</i>	GIS Administrator, Senior GPS/GIS Projects Specialist
<i>Internal Liaisons:</i>	All Council service units and staff
<i>External Liaisons:</i>	State Government Bodies, Other authorities, Data Providers, consultants, contractors, software vendors, other Councils, industry groups, Land information and spatial reference groups and the community.

AUTHORITY, ACCOUNTABILITY, JUDGEMENT AND DECISION MAKING

- Responsible for coordinating the activities of the GIS team in accordance with organisational priorities and objectives.
- Responsible for making recommendations on the strategic direction of the GIS team.
- Responsible for supervising the GIS team and assisting in the preparation and management of related budgets.
- Responsible for provision of a GIS, associated applications and services that are flexible and responsive to user needs, whilst being robust, reliable and sustainable.
- Responsible for developing & maintaining policies for the standards and use of spatial data by the organisation.
- Responsible for ensuring a consistent and coordinated approach to GIS development and maintenance activities, ensuring realistic, efficient and uninterrupted services to our customers.

- The position will be responsible for decision making at operational level for all matters relating to GIS.
- The incumbent will be required to provide contemporary professional advice and technical support & assistance on all matters of GIS.
- Decisions made by the position have a significant effect on the delivery of GIS services to Council staff.
- The work involves analysing business requirements and identifying opportunities for improvement by using GIS technologies
- The work involves hands-on administration, support and development activities relating to all aspects of GIS.
- Ensure Council's Risk, OHS & Injury Management Plans are observed and complied with at a personal level.
- Co-operate with Council in relation to any action taken to comply with the Occupational Health and Safety Act.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of self and any person at the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal & sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in the field of GIS or other related disciplines is required.
- Advanced knowledge of the principles of GIS data capture and integration methodologies, relational databases, metadata standards and the maintenance and presentation of quality spatial data sets.
- Advanced knowledge in the management of an enterprise grade Geographic Information System incorporating desktop, server and web based environments.
- Proven ability in understanding of and experience with IT systems and applications.
- Experience in driving process improvement across an organisation.
- Current Victorian Drivers Licence.

SPECIALIST SKILLS AND KNOWLEDGE

- High-level analytical and problem solving skills.
- Possess good knowledge of SQL Server and/or spatial relational databases.
- Possess good GIS application development, programming and implementation skills.
- Possess skills and knowledge to research and develop solutions to spatial issues.

MANAGEMENT SKILLS

- Ability to supervise, motivate, support and manage staff and contribute to long term staffing strategies.
- High-level interpersonal skills with the ability to liaise with Senior Management, Staff and Customers within Council and in the external environment.
- Ability to provide guidance and support to members of the department and wider organisation.
- Ability to set priorities, plan and organise workloads and monitor performance objectives despite conflicting pressures.
- Ability to work collaboratively across all levels of Council, to achieve positive results.
- Ability to manage projects within budget and timelines.

INTERPERSONAL SKILLS

- A commitment to delivering an excellent standard of customer service.
- Ability to relate effectively at all levels of the organisation.
- Ability to negotiate, influence and gain cooperation and support from others.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.

GENERAL INFORMATION FOR APPLICANTS

Employment Contract

The position is classified at Band 7A (dependent upon qualifications and experience) in accordance with the Frankston City Council Enterprise Agreement (No.5) 2007 commencing at Circa \$68K per annum plus 9% superannuation.

This Position Description will be subject to regular review.

Qualifying Period of Employment

The successful candidate will be subject to a 6-month qualifying period in accordance with the Fair Work Act 2009.

Driver Licence

As a selection criterion for this position is the possession of a current Victorian Driver Licence, the successful applicant will be required to obtain a Driver History Report from VicRoads. Council will meet the cost of obtaining this report.

Superannuation Choice

Vision Super "Super Saver Accumulation Plan" (9% Employer Contribution). A choice of fund is available provided the Vision Super's 'Clearing House' facility is used.

Privacy and Your Job Application

Frankston City Council is committed to ensuring your application is handled respectfully and in accordance with the requirements of the Victorian Information Privacy Act 2000 as follows:

- Any application submitted will be treated as strictly confidential.
- The personal information you submit as part of your application is collected for the purpose of assessing your application in accordance with the selection criteria outlined in this position description.
- Your application, including your personal information, may be stored until the position is filled, and if you are the successful candidate, will be stored in your personal file.

- Frankston City Council may disclose your personal information to your nominated referees.
- In submitting your application, you may provide us with the personal information of others, for example, the names and contact details of your referees. In this case you are encouraged to inform your referees that you are disclosing that information to Frankston City Council and that information may be stored until the vacancy is filled. If you are the successful candidate, the information may be stored on your personal history file.
- If you would like to enquire about the handling of your personal information, please contact Organisation Development on 9784 1835.

Employer of Choice

Frankston City Council enjoys an emerging reputation as an 'Employer of Choice'. For the third consecutive year we received recognition from the Managing Work Life Balance Benchmarking Study as being ranked in the top 25 organisations around Australia for its Work Life Balance policies and practices. Our annual employee survey has ranked our employee satisfaction rating ahead of the municipal benchmark since 2002.

Frankston City strives to provide a family friendly workplace, flexible working arrangements and holds a strong commitment to ensuring a work environment that is free of harassment and bullying.

Frankston City Council offers a range of Reward and Recognition Awards to acknowledge outstanding work performance.

ADDRESS FOR APPLICATIONS

Applications are to be addressed to Jennie Bentley, Human Resources Coordinator, Frankston City Council, PO Box 490, Frankston, 3199, Email: applications@frankston.vic.gov.au or faxed on (03) 9784 1099 and must be received by Friday 20th November, 2009.

Mick Cummins
GENERAL MANAGER - CORPORATE