Position Description

Position Title	GIS Senior Analyst
Directorate	Customer and Information
Department/Business Unit	Service Delivery
Team	GIS
Classification	Band 7
Date	February 2026
Reports to:	Head of Technical Service Delivery
Supervises:	GIS Analyst
Internal Liaison:	• Managers • Team Leaders / Coordinators / Leads • All staff
External Liaison:	• Software suppliers (re purchase, installation and support) • Peers in Local and State Government agencies (to facilitate cooperation and knowledge sharing.

Position Objectives

Your primary purpose in this position is to:

- Coordinate the collection, maintenance, and reporting of Council's GIS (Geographic Information System), spatial information databases, ensuring that a 'single source of truth' is maintained across the organisation and systems:
  - Enhancing Council's GIS and associated databases to support Council business units.
  - Coordinating and integrating data sets to ensure optimisation of the scope and reliability of modelling and analysis.
  - Improving the graphic design and presentation of maps and spatial information across all Council's systems, websites, and documents.
  - Providing advice, guidance, and training to business units in using GIS technology and support for other related Council IT Systems including the Asset Management system.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and/or skills to carry out this position

- Degree qualification in GIS or Computer Science, (or equivalent recognised qualification in IT), [preferably with Membership of a professional body with continuing professional development (CPD) for GIS e.g. SSSI, GITA or Geospatial Council of Australia, combined with some relevant experience, skills, and knowledge, including:
  - Proven track record in the successful development, implementation and administration of a GIS System, SQL Servers, and databases (preferably in Local Government).
  - Proven ability to interrogate spatial data using spatialised SQL queries.
  - Presentation and training skills to communicate and influence GIS issues with staff in an effective and non-technical manner
  - Effective evaluation, analytical, problem solving and customer service skills, with the capacity to show initiative and creative thinking to identify and resolve problems.
- Highly effective interpersonal skills, incorporating verbal and written communication, liaison, influencing and relationship building capacity to gain cooperation with stakeholders.

The following licences, registrations, certificates, etc. may be obtained after any offer of employment and commencement but must then continue to be maintained throughout your employment in this role with Council:

- ☒Membership of a professional body with continuing professional development (CPD) for GIS e.g., SSSI, GITA or Geospatial Council of Australia

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc. prior to any offer of employment and commencement and continue to maintain them throughout employment in this role with Council:

☒ satisfactory (and ongoing) Working with Children's Check
☒ satisfactory (and ongoing) Police Check
☒ current valid (and ongoing) Victorian Driver's Licence

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Systems Development and Management	• Manage QGIS and Intramaps and other spatial related systems to enhance functionality and expand corporate use:
	  o Integrating GIS with other corporate systems and databases to ensure full benefits of the use of geospatial technology and ensuring data displayed within the GIS is of a high quality and accuracy.
	  o Ensuring Council's GIS and databases are fully operational, functional, and utilised to their full potential.
	  o Providing high quality advice, guidance, and training to business units in using GIS technology as well as providing input and support for other relevant Council IT Systems.
	• Coordinate the collection, maintenance and reporting of Council's spatial data, utilising GPS.
	• Ensure compliance and integrity with all data agreements with external organisations.

Business Analysis and Reporting	• Utilise query tools available in GIS & SQL to extract and interrogate data from associated data systems to facilitate and enhance ad-hoc user and business unit requirements. • Provide business analysis consultancy service to service units, to enhance and fully utilise system functionality within the property information system and other corporate systems. • Create and present spatial data in a professional manner for effective communication and publication of reports, including on spatial and textual information system performance
Continuous Improvement	• Assist the Team Leader to develop and implement policies, standards and work procedures based on industry best practice, leading change in accordance with Council's change management principles. • Continuously review and enhance GIS practices and processes through creative problem solving, process mapping and innovation. • Promote the effective business use of GIS across user departments and business units and develop integration between Council mapping solutions and Council's asset management systems. • Consult with relevant stakeholders (including IT) to benchmark the overall effectiveness of the GIS, associated databases, and geospatial information management practices, seeking to improve service delivery by stakeholder engagement as directed by Team Leader – Asset Data and GIS • Assist in the development of ongoing needs analysis and selection of effective 'best fit' solutions for the use and implementation of the GIS, investigating opportunities for ongoing improvement of integration between GIS and other IT systems. • Manage and support Council's GIS, and provide input into the continuous development and improvement of Council's IT systems, including: o The effective performance of GIS Systems and associated technologies, ensuring the integrity of the system, data and referral of risk management

	issues. ○ Adhering to operational procedures relevant to the provision of IT services, with particular reference to change management and system testing.
Customer Support	• Provide an effective and responsive conduit between departments, business units, IT, and vendors to ensure user business needs are met, including: ○ Systems support to all users of Mapbox, IntraMaps, QGIS and any other GIS systems that may be implemented. ○ Effective and responsive actioning of user requests, preparation of training materials and provision of GIS training. ○ Documentation of all user requests, actions, and systems resolutions of user resourcing issues, including undertaking surveys, and analysing customer feedback results.
Vendor Management	• Maintain effective working relationships with vendors and contractors and attend user group meetings and seminars. • Facilitate bi-monthly meetings of the GIS User Group.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives.
Child Safety	• Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures • Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times

	• Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	• Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy

Working out of standard business hours

☒ Not required.

☐ This role may be subject to work related contact outside of normal business hours. (Refer to Working out of hours under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	**Task details (typical tasks)**	**Frequency (% of the working day)**			
		Rare/ Never <10%	**Occasional 11 – 33%**	**Frequent 34 – 66%**	**Constant >66%**
Working independently – *ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor*		☐	☐	☐	☒
Team based work – *works in a team of people and not exposed to isolation*		☐	☒	☐	☐
Communicating with others – Verbally		☐	☐	☒	☐
Communicating with others - Written		☐	☐	☒	☐
Focused Attention to task – *high levels of attention required to minimise errors and ensure accuracy*		☐	☐	☐	☒
Concentrating – *high levels of concentration required while completing required tasks*		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☒	☐
		☐	☐	☒	☐

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Decision making – *required to exercise sound decision making while completing all aspects of the position*					
Problem solving – *requirement to develop sound solutions to novel or unusual problems arising during the course of the day*		☐	☐	☒	☐
Reasoning – *required to exercise sound reasoning while completing all aspects of the position within defined scope*		☐	☐	☒	☐
Judgement – *required to exercise sound judgement while completing all aspects of the position within defined scope*		☐	☐	☒	☐
Short and long-term memory recall – *ready access to documented procedures or precedents to perform requirements of the position*		☐	☒	☐	☐
Emotional resilience – *exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control*		☐	☒	☐	☐
Interruptions – *frequency of interruptions to daily work plans and requirement to change work plans at short notice*		☐	☒	☐	☐

Physical Requirements

☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]

☐ This position requires a vision test

☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes =50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – *stay in a seated position*		☐	☐	☐	☒
Standing – *standing in an upright position, moving less than 3 steps*		☐	☒	☐	☐
		☐	☒	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Walking – *In an upright position, moving more than 3 steps*					
Crawling – *Move on the hands & knees or by dragging the body close to the ground*		☐	☐	☐	☐
Non-manual handling					
Crouch/squat – *To lower the body by bending forward from legs and spine, buttocks on or near the heels*		☒	☐	☐	☐
Kneeling – *To lower the body*		☒	☐	☐	☐
Bending – *To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds*		☒	☐	☐	☐
Reaching – *Extending arms out in any direction*		☒	☐	☐	☐
Twisting/trunk rotation – *Rotating the body to one side or the other without moving the feet*		☒	☐	☐	☐
Fine manipulation/pinch grip – *Fingers are on one side of the object and thumb on the other, typically without the object touching the palm*		☒	☐	☐	☐
Power/open hand grip – *Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended*		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☒	☐	☐
Low level work – *Performing manual handling actions at or near ground level*		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – *Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders*		☐	☒	☐	☐
Pushing/Pulling – *Applying force to move something away or closer to one's self, including static positions*		☒	☐	☐	☐
Kilograms of force (kg.f) – *Amount of force or effort required to perform a specific task or part of a task*		☒	☐	☐	☒
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☒	☐	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☐	☒	☐	☐
Lift waist to shoulder		☐	☒	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☒	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- May manage resources or participate in the development of policy.
- Where prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Where prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- All positions in this Band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations Guidance is not always available within the organisation.
- Where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Management & Interpersonal skills

The essential position requirements include:

- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- The position requires an understanding and ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.
- These positions require the ability to gain co-operation and assistance from clients and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Employees in the Band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	**Signature**	**Date**
Occupant			

Appendix
Core Capability Framework – Team Member

Relationship Management	
Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.	• Demonstrates respect for the wide range of views and perspectives that are expressed in their teams • Contributes effectively to team meetings • Demonstrates commitment to team decisions • Demonstrates respect for other team members
Planning & Organising	
Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.	• Is able to explain the relationship between own work activities and the goals and objectives of the team • Prioritises work based on the needs of the team • Shares relevant information as and when appropriate • Consistently does her/his share of the work
People Development	
Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.	• Is active in identifying opportunities for ongoing growth and development • Seeks feedback with a view to personal and professional development • Looks for opportunities to grow skills and knowledge • Is proactive in managing own career development
Future focused organisation	
Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves	• Incorporates key issues impacting the broader environment into the way they undertake their work • Responds flexibly to change • Shows resilience in times of change • Seeks support during times of uncertainty
Outcome orientation	
Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control	• Demonstrates a willingness to take informed risks in solving client issues • Ensures tasks are consistently completed to the required standard • Responds promptly and appropriately to requests for service • Consistently follows established practices and procedures
Service focus	
Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards	• Is friendly and responsive to clients/customers • Strives to deliver quality client/customer outcomes • Deals with client/customer issues with concern and a sense of importance
Self-management	
Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others	• Accepts personal responsibility for outcomes within their control • Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience • Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement • Models Greater Dandenong's ethical and organisational standards

	• Acts decisively during times of ambiguity and pressure
Safety, health and wellbeing	
Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered	• Actively participates in discussions and activities aimed at improving safety, health and wellbeing • Takes responsibility for the personal safety, health and wellbeing of self and immediate others • Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful
We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Engaged
We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Accountable
We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

Creative
We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Honest
We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.