

Schedule B - POSITION DESCRIPTION



Southern Gulf
NRM

Position Description

POSITION TITLE:	GIS Officer
TENURE:	Full Time. Ongoing
LOCATION:	Mount Isa, Queensland
SALARY RANGE:	\$82,108 - \$86,264 plus package benefits totaling \$97,878.70 and the opportunity to Salary Package/Salary Sacrifice. Salary level can be negotiated within this range based on demonstrated skills and experience
REPORTS TO:	General Manager

SOUTHERN GULF NRM

Southern Gulf NRM is a not-for-profit community-based company responsible for planning and implementation of sustainable Natural Resource Management (NRM) in the southern Gulf of Carpentaria region of North West Queensland. Southern Gulf NRM is governed by a Board of Directors under the provisions of the *Corporations Act 2001* and the Constitution of Southern Gulf NRM Ltd.

The Southern Gulf region covers 215,000 square kilometres and comprises the catchments of the Flinders-Cloncurry, Leichhardt, Gregory-Nicholson Rivers, Settlement Creek and Morning Inlet, and the Wellesley Islands.

Programs are delivered collaboratively with a range of stakeholders including landholders, all levels of government, industry groups, Traditional Owners, and conservation groups.

For more information about Southern Gulf NRM visit www.southerngulf.com.au

PURPOSE OF POSITION

The GIS Officer will provide support to Southern Gulf NRM staff and community groups for the development and production of spatial, educational and reporting information, such as catchment, sub-catchment and property maps and other documents.

RESPONSIBILITIES:

You will be responsible for:

- Performing GIS activities and operation and maintain computer-based systems in the collection, analysis, interpretation and dissemination of information in a range of natural resource spatial information and monitoring systems
- Developing and maintaining systems (including both GIS and non-spatial databases) that record, analyse and interpret information relating to the condition and management of natural resources. Acquiring, managing and making available data relating to natural resources and socio-economic demographics, including image files.
- Advising project management staff on GIS systems and capabilities including design of data collection systems
- Developing and producing spatial, education and reporting information
- Work as part of the Southern Gulf NRM Team to support sustainable agriculture and environmental management projects
- Support information management and GIS initiatives throughout the region
- Providing education, training and technical advice to GIS and Southern Gulf NRM and other staff
- Maintaining strategic linkages with relevant state-wide and external initiatives as well as other stakeholders, including the NRM Regional Groups Collective
- Actively participate and cooperate in the implementation of the Regional NRM Plan
- Providing advise to GIS and Southern Gulf NRM staff about copyright and data/software licensing agreements throughout the region
- Maintain an awareness of new technologies and pursue opportunities to widen the use of GIS
- Report to the General Manager for achievement of project outcomes for day to day work-plan implementation

This position also required frequent travel and overnight stays around the region with attendance at meetings outside of normal work hours.

Who are we looking for?

We are looking for people with:

- A track record in delivering projects and activities, in particular natural resource management. This includes experience in Project Management
- Being comfortable working with established processes and procedures, while looking for innovative ways to improve the efficiency and effectiveness of delivery
- Excellent communication skills
- Experience in working independently and flexibly in a complex environment and
- Motivation, energy and a willingness and capacity to get things done and make a difference.

SELECTION CRITERIA

To apply for the position, you must submit your curriculum vitae, names and contact details of at least two referees (these will not be contacted without prior approval) and address the below selection criteria:

- SC1 Demonstrated high-level ability to utilise Geographic Information Systems (particularly ArcView) and relational databases in the design, development and delivery of natural resource information to meet specific needs.
- SC2 Demonstrated knowledge of the application of a range of remote sensing techniques and modelling methodologies to natural resource management.
- SC3 Demonstrated ability to operate and maintain computer network operations, computing equipment and software technology associated with the practical application of GIS. Additional network administration skills would also be highly desirable.
- SC4 Demonstrated skills in contemporary communication methods and reporting within both technical and administrative frameworks.
- SC5 Demonstrated ability to maintain high technical standards with attention to detail and possession of good organisational skills which will meet the requirements of quality management and contribute to the timely achievement of goals, in a team environment.

NOTE: Applicants should specifically address each of the selection criteria, as short listing and selection will be based upon these selection criteria.

SPECIAL REQUIREMENTS:

1. A formal qualification in an applied science field (e.g. Information Technology, GIS, Cartography, Natural Resource Management) or equivalent.
2. A current driver's license.
3. Advanced proficiency in the use of Word, Excel, database systems, ArcPro, email and the Internet.

OTHER FEATURES OF POSITION:

- Attendance at meetings outside of normal work hours will be required.
- Frequent travel and over-night stays around the region.
- Southern Gulf NRM is an equal opportunity employer, with employment under the Southern Gulf NRM's standard employment agreement or as negotiated.

GENERAL CONDITIONS OF EMPLOYMENT

This is a full-time position (38 hours per week). Flexible work options are available.

Rent assistance

Rent assistance of up to \$5,200 per annum (pro-rata) is available.

Relocation Assistance

Full or partial reimbursement of reasonable relocation expenses is available by agreement.

Leave

Five (5) weeks annual leave with 17.5% loading is available. Up to 10 days study leave and negotiated financial assistance for approved relevant study pro-rata. Other leave provisions are detailed in Southern Gulf NRM *Employee Policy Manual*.

Superannuation

Payment of an amount equivalent to 11.5% of the employee's salary to an eligible fund of the employee's choice.

Vehicle

A vehicle will be available for work use.

Location

The position is located in the Southern Gulf NRM office at Mount Isa.

Private Practice/Conflict of Interest

The successful applicant will not be permitted to engage in any trade, profession or business, which would be in conflict with the duties of his/her office. Potential employees must declare conflicts of interest prior to commencement and if any arises during the course of employment.

Smoking

Southern Gulf NRM provides a smoke free work environment.

Driver's License

A current Provisional or Open (manual) Driver's license is essential to this position and must be produced prior to commencement for verification.

Occupational Health and Safety

Southern Gulf NRM is committed to Workplace Health and Safety and strictly enforces its policy to ensure protection of staff, equipment and third parties. This policy must be adhered to by all employees. It will be a requirement of employment that the employee be conversant with and adhere to the Workplace Health and Safety Policy.

Equal Opportunity

Southern Gulf NRM is an equal opportunity employer.

Indigenous Cultural Awareness

Southern Gulf NRM staff are required to demonstrate Indigenous cultural awareness. If evidence of this cannot be provided at the time of appointment, staff must undertake appropriate training within six months of appointment.

International Applicants

International applications will not be considered unless evidence is provided of possession of the appropriate visa entitling the applicant to work in Australia. Southern Gulf NRM will not sponsor a visa for international applicants.

For a copy of the position description and to email through your applications, please email our external consultant, **Veronika Teske**, veronika.teske@yahoo.com.au. Or for more information about the role, please call 0431 696 974.

Applications close on Friday 23 August 2024.