



Technology Officer Asset and GIS Applications

POSITION DESCRIPTION

Position Number:	3125
Portfolio:	Corporate Services
Business Unit:	Information Services
Team:	Information and Technology Services
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Principal Corporate Applications
Revised:	August 2025

General Position Statement:

This position supports Council's direction by effectively improving, maintaining, supporting and administering Council's Corporate Applications through providing specialist and professional advice, analysis and support in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Specific Responsibilities:

This position has the following responsibilities:

1. Perform system administration and application support for Council's GIS, Asset Management, and Customer Request Management systems, including database systems, integrations, developing complex Business Intelligence report, and software upgrades.
2. Assist in the continuous improvement, administration, and support of Council's Corporate Applications, ensuring reliable delivery of spatial and associated data to all customers.
3. Perform high-level database administration activities, including developing detailed reports and resolving software, hardware, and network-related problems.
4. Provide expert advice and manage the production and generation of Corporate Application reporting requirements, ensuring compatibility and integration with Council's existing Information Technology environment.
5. Perform field surveys using GNSS equipment and other field devices to collect data, investigate spatial data irregularities, and prepare cartographic compositions (maps).
6. Liaise, assist, and collaborate with Council's technology vendors and consultants to manage and guide the completion of information systems tasks within agreed timeframes





7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Extensive knowledge of Information Systems administration practices and procedures, including systems security, documentation, performance monitoring, and backup strategies.
2. Extensive experience in System Administration, providing end-user systems support, and continuous improvement for systems that utilise complex spatial data using GIS software, preferably ESRI, and enterprise Asset Management System.
3. Demonstrated skills and experience in using digital tools for cartographic map production and interpreting cadastral plans, survey plans, engineering drawings, spatial and geographical concepts.
4. Good communication (oral and written) and interpersonal skills relevant to the position, with a strong focus on quality customer service.
5. Excellent time management skills with the ability to effectively manage competing priorities

Mandatory Qualifications, Licences and Experience

1. Tertiary qualifications in Asset Management and/or Geographical Information Systems and/or extensive experience.
2. Demonstrated experience in supporting Asset Management, Customer Request Management and Geographical Information Systems within a large enterprise application environment.
3. Possess and maintain a current motor vehicle drivers' licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. Experience with any of Council's Business Systems or similar systems:
 - a) ESRI ArcGIS Enterprise and Online
 - b) Conquest Asset Management
 - c) Infor Pathway CRM





- d) Microsoft PowerBI and Reporting
- 3. Knowledge and extensive experience in the following areas:
 - a) Relational and non-relational database design and development
 - b) MS SQL Server Database Administration and Documentation
 - c) Windows Operating systems
 - d) ITIL
 - e) Python

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check) , if required.
6. Ability to undertake survey and field data collection tasks.
7. During the course of normal duties incumbent may be required to perform:
 - Constant dynamic standing/walking;
 - Walking uneven ground.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Technology Officer Asset and GIS Applications SELECTION CRITERIA

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Please address each of the selection criteria below in your application:

1. Tertiary qualifications in Asset Management and/or Geographical Information Systems and/or extensive experience.
2. Demonstrated experience in supporting Asset Management, Customer Request Management and Geographical Information Systems within a large enterprise application environment.
3. Extensive experience in System Administration, providing end-user systems support, and continuous improvement for systems that utilise complex spatial data using GIS software, preferably ESRI, and enterprise Asset Management System.
4. Demonstrated skills and experience in using digital tools for cartographic map production and interpreting cadastral plans, survey plans, engineering drawings, spatial and geographical concepts.
5. Good communication (oral and written) and interpersonal skills relevant to the position, with a strong focus on quality customer service.
6. Possess and maintain a current motor vehicle drivers licence.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.