POSITION DESCRIPTION

Position Title:	GIS Coordinator
Position Number:	7248.1
Group:	Corporate & Community Services
Business Unit:	Corporate Services
Service Unit:	Land & Asset Management Systems
Reports To:	Manager Corporate Services
Grade:	14
Hours Of Work:	35 hours per week
Last Date of Review:	October 2026
Last Date of Evaluation:	October 2026

Role Function Summary

The GIS Coordinator is responsible for the leadership, coordination and continuous improvement of Council's Geographic Information Systems (GIS), spatial data, associated asset information functions, addressing and road naming functions. The position provides technical expertise, operational oversight and strategic direction to ensure the effective management, integrity and utilisation of spatial and asset data across the organisation.

The GIS Coordinator leads the delivery of GIS services, manages the GIS and Asset Information team, and works collaboratively with business units to develop innovative spatial solutions that support service delivery, asset management, infrastructure planning, emergency management and informed decision-making.

Key Responsibilities (Major and Essential Job Functions)

- Provide leadership, supervision and day to day coordination of the GIS Officer and Asset Officer roles
- Manage team workloads, priorities and project delivery to ensure organisational requirements are met
- Foster a culture of customer service, innovation, safety and collaboration
- Develop and maintain standards, procedures and policies relating to spatial and asset data management
- Oversee the maintenance and improvement of Council’s spatial and asset information systems
- Ensure the accuracy, integrity, security and accessibility of Council’s spatial and asset datasets
- Support the integration of spatial and asset management platforms to improve data sharing and decision making
- Manage relationships with external data providers and government agencies
- Lead Council’s addressing, road naming and location information functions, ensuring compliance with relevant legislation and standards

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high-quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: **Accountable** • We know what we do, and do what we say **Connected** • We work together to create community **Integrity** • We do the right thing **Care** • We are people who care **Adaptable** • We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Information Technology, Information Management, all areas of Council
External Relationships:	Contractors, Government Departments
Direct Reports:	Asset Officer & GIS Officer
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Advanced knowledge of and experience in GIS principles, spatial data management, spatial analysis and web based mapping technologies
- Knowledge of local government asset information requirements and the application of GIS to support asset management, infrastructure planning and service delivery
- Demonstrated experience in the management and integration of spatial and asset information systems
- Demonstrated ability to lead, mentor and coordinate staff
- Commitment to providing excellent customer service to both internal and external customers of Council
- Well developed written and verbal communication skills including the ability to prepare reports, provide technical advice and engage with stakeholders

Desirable Criteria:

- Tertiary qualifications in GIS, Spatial Science, Surveying, Information Technology, Asset Management or related discipline
- Knowledge of addressing and road naming processes and legislation

Licences and Tickets:

- Drivers License

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

	FREQUENCY				# OF HOURS A DAY							
ACTIVITY	**Repetitive**	**Frequent**	**Occasional**	**Infrequent**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Sitting		✓									✓	
Walking				✓								
Standing				✓								
Bending				✓								
Squatting				✓								
Climbing				✓								
Kneeling				✓								
Twisting				✓								
Lifting				✓								
Driving				✓								

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☑	No	☐	Repetitive Hand Movements	Yes	☑	No	☐
	Right Hand					**Left Hand**			
Simple Grasping (hold bottle)	Yes	☑	No	☐	Simple Grasping (hold bottle)	Yes	☑	No	☐
Power Grasping (tight grip)	Yes	☑	No	☐	Power Grasping (tight grip)	Yes	☑	No	☐
Pushing Pulling (to from body)	Yes	☑	No	☐	Pushing Pulling (to from body)	Yes	☑	No	☐
Fine Manipulation (fine finger)	Yes	☑	No	☐	Fine Manipulation (fine finger)	Yes	☑	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
	UV exposed		Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **GIS Coordinator** Employee:

Skill Progression Requirements ☑ Step Achieved	**Salary Step**	**N/A**	**1**	**2**	**3**	**4**
Advanced knowledge and experience in GIS principles	1					
Demonstrated knowledge of spatial data management	1					
Demonstrated ability to manage the integration of spatial and asset systems	1					
Demonstrated provision of excellent customer service	1					
Demonstrated knowledge of and experience in applying WHS legislation and regulations in a supervisory role.	1					
Demonstrated ability to supervise, lead, motivate and develop staff.	2					
Knowledge of addressing and road naming processes and legislation	2					
Ability to manage relationships with external bodies	2					
Competent to administer all aspects of Council's spatial information systems	2					
Ability to provide reports, maps, and data extracts to meet customers requirements	2					
Actively contributes to development of Council Policies and Procedures relating to the LAMS team	3					
Demonstrated project management skills and ability to work to a budget	3					
Ability to provide advanced analysis and reports utilising spatial data	3					
Ability to manage the budget of the LAMS team	3					
Lead the GIS User group within Council	3					
Tertiary qualifications in GIS or related field	4					
Demonstrated ability to mentor other team members	4					
Ability to automate tasks using FME or similar	4					
Demonstrated ability to competently act in higher position	4					
Ability to critically review spatial and asset systems and recommend opportunities for improvements	4					

Skills Review Year (eg 2018): _____ **Position:** **GIS Coordinator**

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name Signature Date

Manager / Supervisor's Comments:

Name Signature Date

Director's Comments:

Name Signature Date

Summary of Skills Assessment	**1**	**2**	**3**	**4**
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☑ **Proposed Salary Step Placement**				