Position Title	Graduate Spatial and Customer Information
Department	People and Performance
Unit	Information Communication Technology
Team	Spatial and Customer Information
Supervises	Nil
Reports To	Team Leader Spatial and Customer Information
Grade Range	
Date Prepared	17/08/2023
Date Last Updated	17/08/2023

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**   We work as one **team**   We act with **integrity**   We care about our **customers**   We **continuously improve**

Primary purpose of position

The primary purpose or this role is to offer support to the team and our customers. This role will assess data, and identify opportunities to enhance the resources and services of the Spatial and Customer information team, ensuring the efficient and effective utilization of spatial and customer data for improved customer outcomes.

Accountabilities

- Provide customer support and technical assistance to customers, relating to spatial information products and services. This includes answering customer questions and resolving issues

- Creating maps, reports, and other products that can be used by a variety of stakeholders.
- Work with the team to assign property numbers by following Councils policy and procedure this includes resolving potential discrepencies as they are found.
- Collect and manage property information. This includes collecting data about properties, such as their address, location, and owner information. It also includes managing this data in a way that is accurate, consistent, and accessible.
- Working with stakeholders to understand their needs and to communicate the results of property numbering analysis.
- Perform tasks associated with processing and updating Councils name and address register

- Stay up-to-date on the latest trends in spatial information technology.
- Other duties as required within the limits of the employees skill, competence and training

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Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Work Collaboratively	Foundational	• Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Personal Character		
Display Resilience	Foundational	• Adapts to changing work tasks and environments • Is open to new ways of doing things • Stays calm in difficult situations • Does not give up easily when problems arise • Asks questions and offers own opinion
Results		
Innovate and Improve	Foundational	• Contributes own knowledge and ideas • Suggests improvements to the way work is done
Resources		

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Technology and Information	Foundational	• Shows confidence in using the technology required in the role
		• Uses technology appropriately, in line with acceptable use policies
		• Completes work tasks in line with records, information and knowledge management policies

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevent tertiary experience in a related field, such as geography, cartography, or computer science

- Drivers license

Essential Experience

- Strong spatial analysis and visualization skills
- Excellent communication and problem-solving skills
- Ability to work independently and as part of a team
- Ability to learn quickly and adapt to new technologies
- Strong experience with Microsoft technologies, Word, Excel, and Sharepoint
- Attention to detail and accuracy

Desirable Qualifications and or Experience

- Experience with Land information systems and or Name and address systems such as Pathway is preferable
- Strong computer skills, including experience in GIS software for example - Mapinfo, QGIS, Autocad
- Ability to read and interpret maps and plans

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	✓	☐
Does this position require incumbent to undergo criminal reference check?	✓	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☐	✓
Will incumbent need to make disclosure of pecuniary interest?	☐	✓
Could there be a conflict of interest with secondary employment?	☐	✓