



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

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| POSITION TITLE: | GIS Coordinator |
| REPORTS TO: | Manager Technical Services |
| DIVISION: | Growth & Operations Assets & Technical Services |
| LOCATION: | Open (Devonport, Hobart, or Launceston) |
| CONDITIONS: | Common Law Contract |

PURPOSE OF THE POSITION

This position is to lead the establishment and integration of TasPorts' Geographic Information System (GIS) and ensure it provides a range of business benefits through the collection, analysis and sharing of spatial information to better inform decision making.

Key areas of focus for this role and the GIS include optimising asset and property portfolio management activities, reducing health and safety risks associated with working around subsurface infrastructure, and enhancing environmental management compliance.

Future areas of focus include promoting innovation through the sharing of location-based information with internal stakeholders, industry partners and the community.

This specialist role will collaborate with stakeholders across Growth & Operations, Health & Safety, Commercial & Trade (Property), and Information Technology Operations and Infrastructure. This position will actively manage and triage all stakeholder requests related to GIS capability and outputs.

KEY DUTIES

- Lead the establishment of TasPorts' GIS, through development and integration of GIS across the business.
- Manage TasPorts Enterprise GIS System. Responsibility of the management and administration of the GIS system.
- Develop key strategies and direction in the geospatial field.
- Develop training material and train others in the use of the GIS and encourage them to consider further opportunities to extend the GIS to support their business functions.
- Engage with relevant stakeholders, develop and implement processes to update and maintain relevant spatial information, and ensure the GIS remains fit for purpose.
- Facilitate the integration of asset spatial information with the proposed asset management information system.
- Develop high level technical reports for executive (and at times the board), including recommendations with regard to asset performance, environmental factors, logistics modelling and future sustainability.
- Collaborate with service locators to ensure location information for electricity, water, communications, and other services are accurately captured and updated into the GIS in a timely manner.
- Investigate and implement opportunities to integrate with other information and business systems to fully leverage the benefits of the GIS.
- Liaise with the State and Local Government and other organisations in a view to share cadastral, planning and asset information and imagery related to the company business.
- Liaise with peer Port Authorities to share learnings about effective GIS implementation and utilisation.
- Ensure compliance with quality assurance in line with the industry standards and best industry practices.

- Ensure tasks are performed and achieved in accordance with legislative and regulatory requirements and company policies and procedures.
- Contribute to the Emergency Response planning activities.
- Create information and on the ground tools for immediate use in disaster response.
- Liaise with relevant authorities, and with managers on complex matters and take corrective action as required.
- Work with other teams and provide input into future port and infrastructure development.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

The incumbent will possess the skills and abilities to undertake a high level of complex administrative and technical tasks. They will utilise a high level of communication and stakeholder liaison skills as well as organise, schedule, and prioritise own area of responsibility. The incumbent will understand complex problems relating to duties and identify solutions while displaying a high level of initiative. The incumbent will take full responsibility of the GIS system and work under broad direction.

KNOWLEDGE, SKILLS, AND EXPERIENCE (SELECTION CRITERIA)

1. Specialist experience and high-level understanding of GIS and spatial data principles.
2. Specialist experience in contemporary GIS software (Esri ArcGIS preferable), including cloud-based service offerings.
3. Experience working with service locators to improve subsurface asset knowledge.
4. Experience working with 3D data and models within GIS software.
5. Experience coordinating spatial data quality improvement programs.
6. Ability to provide training in the correct use of geographic information systems.
7. High level analytical, conceptual, and problem-solving skills.
8. Self-motivation, management, and time management skills.
9. Excellent oral and written communication and relationship management skills.

QUALIFICATIONS

Desirable

- A tertiary qualification in a relevant field such as Geomatics, Information Technology, Science, or equivalent experience.
- FME (Software) Feature Manipulation Engine certification.
- Esri Technical Certification or equivalent.
- Eligibility for Geographic Information Systems Professional Certification (GISP-AP) by the Surveying & Spatial Sciences Institute (SSSI) or equivalent.