POSITION DESCRIPTION

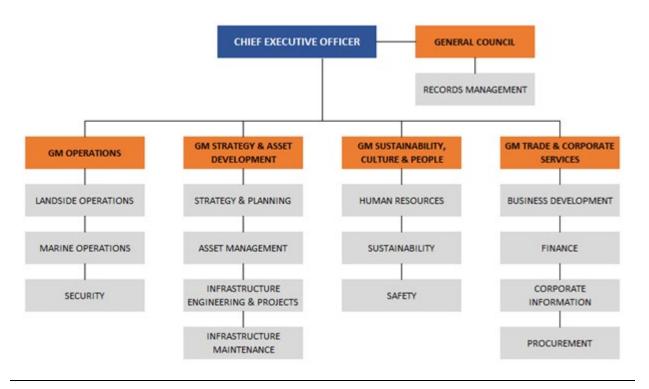|	
Position Title:	GIS Administrator
Company:	Mid West Ports Authority (MWPA)
Location:	Geraldton / Perth **State:** WA
Department:	Strategy & Asset Development **Date:** April 2019

ORGANISATION STRUCTURE

Department Manager:	General Manager, Strategy & Asset Development
In-Line Supervisor:	Asset & Port Development Manager
This position:	GIS Administrator
Reporting to this position:	N/A

ROLE

Reporting to the Asset & Port Development Manager, the GIS Administrator's role is to be an advocate for GIS in MWPA. The GIS Administrator will apply their effective communications skills to oversee the deployment of GIS in the Port and is responsible for delivering against and updating the Port's GIS Strategy.

Duties include but are not limited to the following:

- Provision of spatial information leadership and GIS support across the entire organisation.

- Develop and implement data standards, templates and system processes to ensure that GIS data is maintained and managed in accordance with the GIS Governance Framework and Strategy.
- Design, implement, administer and perform analysis on MWPA's enterprise GIS, spatial databases, technologies and system integration.
- Prepare reports, statistical analysis and recommendations on GIS matters as required.
- Consult with internal stakeholders (including Asset Management, Operational, Commercial, Environmental, Risk and Maintenance) to determine requirements, conducting needs analysis, design, development and maintenance on a wide variety of spatial information systems and solutions.
- Develop and deliver training in the use of MWPA's enterprise GIS, including the preparation of training notes and material, and readily transfer skills and knowledge to MWPA GIS users, in undertaking spatial editing, analysis and map creation, or to perform such tasks.
- Support and/or lead the planning and delivery of GIS related data and technology projects.
- Assist with the resolution of GIS systems technical and development problems.
- Use spatial technologies and data analysis techniques to derive spatial information to enhance MWPA decision making and delivery of services.

The GIS Administrator will participate in an efficient and responsive manner, focusing on the needs of the stakeholders while reflecting best practice in the provision and application of professional GIS services.

ACCOUNTABILITIES

Result Expected *(Outputs)*	**Major Accountabilities** *(How the output will be delivered)*
Integrated Management Systems: Compliance with Relevant System Procedures, including Health, Safety and Environmental Responsibilities and all MWPA policies and procedures as amended from time to time.	Undertake all work within: - Relevant role specific Procedures; - Risk, Environment and OH&S management systems; - Across Organisation policies and procedures.
Reporting:	- Accurate preparation and submission of monthly reports for Board and outside organizations, as required. - Coordinate Business Unit compliance with MWPA processes and governance requirements and other applicable legislative requirements. - Coordinate and prepare regular reports on progress status and other strategic reports and plans

Communication:	- Coordinate effective communication within and about Business Unit matters. - Liaison and engagement with the MWPA's Communications and Business Development teams for public facing content. - Develop and maintain cross-organisational networks to facilitate effective operations. - Communicate effectively and respectfully with all staff, customers, contractors and visitors in the interests of good business practice, collaboration and enhancement of MWPA's reputation. - Conduct formal communications. Plan, research and draft content. Analyse briefings and other forms of written advice.
Operations:	- Contribute to a positive, collaborative and innovative organisational culture. - Deliver against and update the Port's GIS Governance Framework and GIS Strategy. - Develop and implement data standards, templates and system processes. - Design, implement, administer and perform analysis on MWPA's enterprise GIS, spatial databases, technologies and integrate systems. - Prepare reports, statistical analysis and recommendations on GIS matters as required. - Develop and deliver training in the use of MWPA's enterprise GIS, including the preparation of training notes and material and assist GIS 'Super Users' in undertaking spatial editing, analysis and map creation, or to perform such tasks. - Support and/or lead the planning and delivery of GIS related data and technology projects. - Use spatial technologies and data analysis techniques to derive spatial information to enhance MWPA decision making and delivery of services. - Develop or oversee the development of software tools and approaches including GIS Applications and mobile applications. - Configure and maintain ESRI GIS products. - Managing work priorities effectively and completing multiple tasks within required timeframes and to agreed standards. - Direct and monitor the performance of teams, project working groups, consultants and contractors. - Ensure delivery and procurement methods are compliant with industry best practice and probity requirements. - Maintain all documentation and records in compliance with MWPA's Records Management Policy.

Teamwork:	• Work as an autonomous member closely with the Manager to ensure smooth operations of the Business Unit • Work collaboratively with colleagues across MWPA, to reach objectives, leading staff and influencing other internal and external parties to achieve goals and promote MWPA via external collaboration. • Has reasonable autonomy and is accountable for the delivery of work assignments and projects, recognising when matters need to be referred to the manager for resolution.
Corporate Compliance:	This position is required to comply with all corporate principles and responsibilities. In particular, the demonstration of a positive commitment to: • Safety: Safety is fundamental to the Port Authority's functionality and operation. • Performance Management: All reporting staff have set KPI's and are regularly monitored to ensure performance targets are met. • Risk Management: Decision making is underpinned by sound risk management, achieving the strategic objectives. • Environment: Compliance with Environmental Licence and other regulatory conditions and zero environmental harm. • Quality: Robust processes produce consistently reliable external and internal interfaces of a high standard. • Continuous Improvement: A positive commitment to review existing workplace practices with the aim to achievement operational improvements where necessary. • Customer Focus: A commitment to ensure positive customer service standards are set and upheld.
General:	• Adhere to the spirit and practice of MWPA's Values, Health, Safety and Wellbeing plans and Sustainability and Environment strategy, Diversity initiatives and other goals. • Other duties as directed by MWPA within the skills of the Employee.

KEY SELECTION CRITERIA

To be successful in this role, you will have:

Qualifications:

Tertiary qualification or demonstrated evidence of commencing or working towards a tertiary qualification, in a spatial data field such as GIS, Geomatics or a related discipline.

A minimum of 5 years demonstrated experience in a spatial science, data analysis and modelling related role involving the development and support of geographic information technology systems with proven skills in Enterprise GIS Applications and GIS technologies which must include ESRI products, and multi-tiered architectures.

Skills & Experience:

To be successful in this role you will need extensive experience and understanding of the operations and administration of Geographic Information Systems (especially the ESRI suite of applications) and working knowledge of information and cartographic standards. Experience working within WA is preferable. Experience working with Local Government and/or utility service providers will be viewed favourably.

- Skills in establishing GIS Governance framework and experience in the development and implementation of corporate wide geographic information systems and projects.
- A high level of practical experience in the analysis, design, implementation and operation of GIS based software including data manipulation, programming and cartography.
- Experience in best practice software development tools and approaches including development of GIS Applications and mobile applications would be beneficial.
- Experience with installing, configuring and maintaining ESRI GIS products.
- A working knowledge of multiple facets of GIS disciplines.
- Demonstrated analytical, research and problem-solving skills and ability to take initiative and drive strategy implementation.
- Demonstrated ability to deal with sensitive and confidential issues.
- Excellent oral and written communication skills and ability to provide high quality spatial data reporting.

Licences:

- Drivers Licence *(Preferred)*

Competencies:

Essential

- As a key advocate for GIS, must be able to communicate effectively with a range of GIS users, in particular ICT staff and communication of public facing content.
- Proven skills and experience in administering Enterprise GIS Applications and the deployment of GIS technologies across an organisation.
- Demonstrated ability to manage and assure the quality of spatial/non-spatial data.
- Able to work collaboratively with multi-disciplinary teams and engage with external consultants and stakeholders on a professional level.
- Strong skills and knowledge of Spatial Information Management principles and practices such as:
    - A good working knowledge of geographic information management and spatial data transfer standards (SDTS) and database management systems.
    - Experience in process automation utilising spatial data

Beneficial

- Ability to work independently within broad boundaries.
- Able to automate tasks such as using and publishing Model Builder Models.
- Able to select and apply an appropriate range of research, analytical and investigative skills and techniques.
- Knowledge of spatial co-ordinate systems and the transformation and translation of spatial data.

Essential Personal Attributes:

- Resilience, initiative, clear communication and strong interpersonal skills.
- A commitment to the delivery of service.
- Ability to work independently and in an agile and diverse environment.
- Effectively lead and inspire co-workers to focus on delivery, accountability and performance excellence.
- A confident and pro-active approach.
- Ability to work effectively in a dynamic team environment and collaborate widely both internally and externally and in an unsupervised capacity.
- Possesses the highest standard of personal integrity and professionalism while demonstrating care and diligence.
- Ability to make decisions that are honest, fair, impartial, and timely, and considers all relevant information.
- A high level of interpersonal and communication skills, with the ability lead and act with authority when required to and effectively resolve conflict.
- Treats people with respect, courtesy and sensitivity and can recognise their interests, rights, safety and welfare.
- Uses the resources of the Port in a responsible and accountable manner that ensures the efficient, effective and appropriate use of all resources, property and information.
- Strategic analytical and systems thinking approach to problem solving and decision making.
- Good negotiation and conflict resolution skills.

SPECIAL CONDITIONS:

- Expected to undertake any additional training to complement the operation;
- The incumbent will be required a pre-employment medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy.