

Role Description

(Non-Manager)



Role Title: Geospatial Information Management Coordinator

Division: Strategy, Science and Corporate Services

Classification Level: ASO6

Branch/Unit: Science and Information, Geospatial, Environmental Data & Information Unit

CHRIS Position Number: P63023

Reports to (Title): Principal Advisor, Environmental Data Strategy and Coordination

Our Organisation

The Department for Environment and Water (DEW) works to help South Australians conserve, sustain and prosper. Our work is critical to South Australia's future social, environmental and economic prosperity and well-being. We aim to be a flexible, responsive and influential adviser to Government, and we deliver high quality policy, programs and assets across our wide and diverse portfolio of responsibilities. We have embraced technology that enables our people to have impact no matter where they live or how they work. Collaboration, diversity, inclusion, customer service and outcomes all matter to us. We work in partnership with community, traditional owners, industry and stakeholders to get results

Purpose

The Strategy, Science and Corporate Services Division coordinates and supports science and corporate strategy and policy development for the Department. The Division provides centralised corporate, ICT, finance, communications and engagement and science support services. Expert advice is provided to inform policy and stakeholder engagement, and our science is evidence-based. ICT, business systems and information management are integrated to support the effective capture, management and access to Agency data and information for the Agency, whole of government and industry and community.

About the Branch/Business Unit

The Science and Information (S&I) Branch leads and delivers strategic and operational science, and information and geospatial management, to enable evidence-based decision making.

The Geospatial, Environmental Data and Information (GEDI) Unit provides coordinated and timely spatial and information management services and products, maintain authoritative data, spatial systems and standards, and provide analysis and advice on DEW's evidence base. The Unit also provides administers scientific permits and wildlife ethics committee.

About the Role

The Geospatial Information Management Coordinator provides expert information management and geospatial advice to the Science and Information Branch and DEW. The role will assess, consolidate and coordinate the lifecycle management planning for key spatial data assets and promote corporate geospatial capabilities of data related to South Australia's environment. The role will also lead the corporatisation of that data - positioning the state for improved data governance, investment and planning for environmental adaptation, conservation and improved risk assessment and emergency management outcomes.

Key Role Outcomes

- DEW project stakeholders and partners are engaged through liaison, negotiation and the provision of appropriate advice and support in relation to geospatial information management (IM) needs.
- Corporate knowledge management outcomes are achieved by the development of enterprise-aligned guidance on geospatial data standards, governance models and platform integration, data asset lifecycle management, and project management and coordination.
- Corporate knowledge management outcomes are achieved by the provision of specialist geospatial and environmental knowledge management advice, documentation, metadata maintenance and reporting on the application of data, information systems and standards.

- The requirements of DEW and partners are met by delivering fit-for-purpose spatial information products, advice relating to complex GIS data and information products, and information workflow documentation; and
- Clear outcomes, responsibility and accountability for each area of work are established by the implementation of project management frameworks.

Key Relationships

- Geospatial, Environmental Data and Information Unit leaders and staff
- Leaders, managers and staff of the Science and Information Branch
- Leaders, managers and staff in DEW branches and regions
- Managers and staff in Landscape SA regions
- Internal and external stakeholders and partners

Special Conditions

- May be required to participate in fire management or associated duties.
- Current class "C" Driver's licence and willingness safely operate a vehicle when required.
- Required to undertake intra or interstate travel and work outside of the normal hours of work.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role, you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain an NPC.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and Change	<ul style="list-style-type: none"> • Thinks and Acts Strategically • Motivating Others 	<ul style="list-style-type: none"> • Creates operational plans that contribute to strategic goals and outcomes. • Thinks 'outside the box' and views issues from different perspectives to formulate ideas. • Empowers staff to take initiative and to provide suggestions for ways of doing work more effectively or efficiently. • Seeks to understand the motivations of individuals and uses this knowledge to help them perform at their full potential.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Sets priorities for self and clear expectations and priorities for others and manages workflow in order to achieve outcomes on time. • Deals assertively in overcoming barriers to action. • Is proactive in producing successful outcomes aligned with the Agency direction and takes calculated risks in pursuing them. • Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement 	<ul style="list-style-type: none"> • Benchmarks current practices against 'best practice.' • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.

Forges Relationships and Engages Others	<ul style="list-style-type: none"> Establishing and Maintaining Networks 	<ul style="list-style-type: none"> Builds collaborative relationships based on an understanding of stakeholder priorities/objectives. Demonstrates openness by actively listening and sharing information as appropriate.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> Displaying Flexibility and Resilience Integrating Diversity in the Workplace 	<ul style="list-style-type: none"> Engages positively with ambiguous situations and demonstrates flexibility in thinking. Seeks to strengthen decision making by incorporating different views into service delivery and programs. Acts from the principles of equity, diversity and social justice.

Technical/Professional Knowledge and Experience (including qualifications)

- Keeps others in the team up to date with program/project developments and decisions.
- Evaluates information to effectively ascertain a practical solution that is aligned with organisational/customer needs.
- Demonstrates the ability to encourage others to use relevant ICT systems/software applications to perform daily work efficiently and effectively.
- Demonstrates a current and fundamental understanding of:
 - ESRI GIS software with an emphasis on ArcGIS Pro, ArcGIS Enterprise, geoprocessing tools and configurable web apps.
 - Geospatial data standards and procedures.
 - Information life cycle management principals and approaches.
 - Textual and spatial databases and other data tools such as MS Access and Excel. Experience in modelling with scripting languages such as Python and R an advantage.
 - Mobile devices, GPS and associated field data capture software.
- Experience in leading projects showcasing strong leadership skills to drive projects from inception to completion, while prioritising high performance and stakeholder satisfaction is desirable.
- Experience in project planning and management is desirable.
- A tertiary qualification in information management, spatial science or environmental management is desirable.

Work Health & Safety

Contribute to workplace safety

- Accepts responsibility for own and other’s safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department’s Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

DEW Branch:	Science and Information	Date classified:	14/7/2025
DEW Division:	Strategy, Science & Corporate Services	Classified:	Yes – by comparison