

# Role Description

## (Supervisor/Team Leader)



**Our purpose – Helping South Australians Conserve, Sustain and Prosper.**

<b>Role Title:</b> Senior Flood Management Officer GIS	<b>Division:</b> Water and River Murray
<b>Classification Level:</b> ASO6	<b>Branch/Unit:</b> Water Security, Policy and Planning
<b>CHRIS Position Number:</b> M21990	<b>Reports to (Title):</b> Manager, Flood Management

### About the Agency – [Department for Environment and Water](#)

#### About the Role

The Senior Flood Management Officer GIS is responsible for coordinating the collection, management, analysis and display of data relating to flood management across the State. The role contributes to the development of flood predictive capabilities and delivers flood data products, and collaborates with a range of stakeholders, including South Australia's emergency service agencies.

The Senior Flood Management Officer GIS coordinates the development and delivery of community information, analysing technological applications and systems, developing data transfer and data sharing arrangements, and supports emergency response and other flood management activities through the provision of enhanced mapping capabilities.

The Senior Flood Management Officer manages flood information projects and supervises staff, contractors and temporary staff as required.

#### Key Role Outcomes

- An operational program of spatial information and data management projects is planned, developed and delivered to support DEW's role as flood hazard leader.
- Spatial information and data is collected, prepared and analysed to inform a range of flood management projects, risk assessments and management decision making including responding to public enquiries.
- The State's flood risk assessments and flood intelligence is stored and shared effectively through the establishment of appropriate systems, security and data standards, development of appropriate flood mapping and data products and technology.
- Stakeholders are actively engaged, and provided with expert advice, training and guidance on the use of flood intelligence products (information, data and mapping).
- Flood information management plans, policies and procedures are developed, implemented, reviewed and maintained.
- Incident coordination and mapping services are provided for emergency flood and fire incident response, including interjurisdictional support as needed.
- Management, mentoring and coaching are provided to GIS staff within the Flood Management team, and specialist expertise and guidance is provided to other members of the team develop capability and capacity in relation to spatial information management and mapping.

- Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.

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## Essential Criteria (including qualifications)

**[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]**

- Experience in interpreting and providing advice on GIS textual and spatial data, imagery and mapping to stakeholders.
- Experience delivering specialist advice, documentation and reporting on the application of data and spatial information systems and standards.
- Experience in engaging stakeholders and developing and managing relationships across a range of sectors.
- Strong analytical capability and experience including, assimilating and interpreting large amounts of complex information from a number of sources, and the ability to draw out themes and identify gaps.
- Demonstrates a current and fundamental understanding of, and experience in:
  - ESRI GIS software including ArcGIS Pro and Desktop and ArcGIS Online;
  - Textual and Spatial databases including Access, Excel and corporate databases;
  - GPS and associated software, and;
  - Data standards
- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.

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## Desirable Criteria

- A tertiary qualification in GIS, spatial data science, natural resource/water resource management is highly desirable.

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## Direct Reports

- Flood Management Officer GIS (ASO5 x 1.0 FTE)

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## Key Relationships/Interactions

- Works collaboratively with the members of the Flood Management Unit.
- Liaises with a variety of external organisations, including State Emergency Service, Bureau of Meteorology, relevant Commonwealth, State and Local government departments and agencies.
- Responds to enquiries from the general public.

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## Special Conditions

- Will be required to participate in flood management activities including emergency response.
- May be required to participate in non-flood management related responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.

- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is desirable.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Thinking and Acting Strategically</li> <li>• Motivating Others</li> </ul>	<ul style="list-style-type: none"> <li>• Makes strategic judgments and presents options based on implications of analytical thinking.</li> <li>• Flags potential options for dealing with issues and implications.</li> <li>• Empowers staff to take initiative and to provide suggestions for ways of doing work more effectively or efficiently.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> <li>• Assuming Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Sets priorities for self and clear expectations and priorities for others and manages workflow in order to achieve outcomes on time.</li> <li>• Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism.</li> <li>• Is proactive in producing successful outcomes aligned with the Agency direction and takes calculated risks in pursuing them.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Facilitating quality and continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Establishing and Maintaining Networks</li> <li>• Communicating and Managing Conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.</li> <li>• Demonstrates openness by actively listening and sharing information as appropriate.</li> <li>• Clearly communicates own perspective frankly and diplomatically on an issue.</li> <li>• Respects others’ views and incorporates these into communication and decision making.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Engages positively with ambiguous situations and demonstrates flexibility in thinking.</li> <li>• Balances competing demands in a calm manner.</li> </ul>

## Work Health and Safety

### Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

### Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department's Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

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