

GIS (GEOGRAPHIC INFORMATION SYSTEM) OFFICER – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidjell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

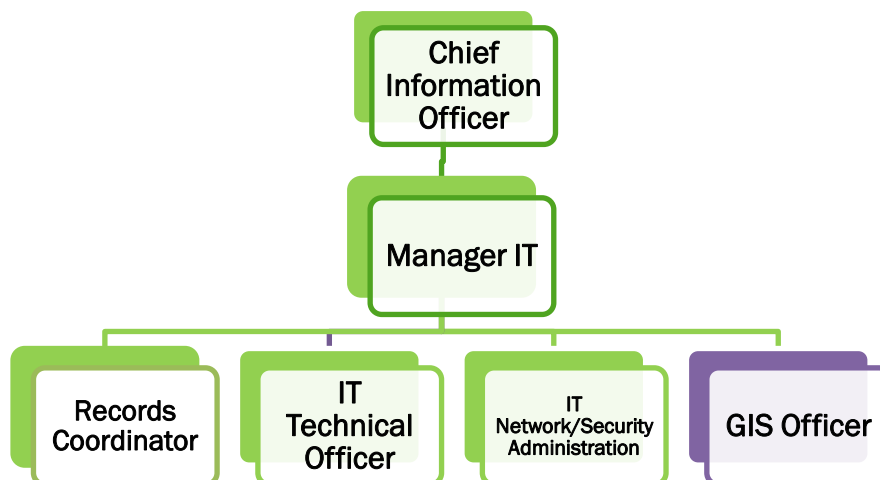
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Geographic Information System (GIS) Officer	Effective Date:	June 2025
Department:	Business	Job Location:	Bairnsdale Office
Reports To:	Manager IT	Supervises:	Nil
External Contacts:	GHD staff, Software and Hardware Suppliers, Communication providers, Government Departments, Consultants, Customers, General Public, Network groups, other water corporations and statutory bodies.		
FTE Classification:	1.0	Position Number:	SB-3-0004
Prepared By:	People, Safety, and Culture; CIO	Approved By:	Chief Financial Officer

ORGANISATIONAL CHART



ABOUT THE ROLE

The Geographic Information System (GIS) Officer will:

The GIS Officer plays a critical role in maintaining a reliable and accurate spatial record of East Gippsland Water's assets. This position is central to our commitment to excellence in asset management and our ongoing efforts to reimagine how we collect, maintain, and enhance our spatial data systems.

As part of a forward-thinking technology team, the GIS Officer supports both capital and operational teams by aligning spatial data practices with business processes. This role is ideal for someone who is passionate about innovation and wants to make a tangible impact on how we manage infrastructure and deliver services.

Administer the Geographic Information System (GIS) to support core functions including asset management, planning and development, engineering plans, as-constructed diagrams, incident management, and customer service data.

Project manage the design and implementation of new GIS systems in alignment with the Corporation's ICT strategic direction.

Maintain and enhance GIS platforms, ensuring integration with other corporate systems and responsiveness to evolving organisational needs.

Provide IT application support and assist with data maintenance, contributing to the broader digital capability of the organisation

WHAT YOU WILL BE DOING

GIS System Maintenance and Improvement	<ul style="list-style-type: none"> • Maintain and enhance the Geographic Information System (GIS) to ensure seamless integration with corporate datasets, including engineering plans, as-constructed drawings, asset registers, property information, and records management systems. • Develop and implement standards and processes for the accurate recording, updating, and governance of spatial data within the GIS. • Evaluate emerging technologies and tools and actively promote the adoption of fit-for-purpose GIS applications across the organisation to improve efficiency and data-driven decision-making. • Collaborate with industry peers and professional networks to bring best-of-breed GIS practices and innovations to East Gippsland Water.
System Expert	<ul style="list-style-type: none"> • Provide application support for GIS and other enterprise systems used across East Gippsland Water, ensuring smooth operation and user confidence. • Manage and maintain data integration workflows using Extract, Transform, Load (ETL) tools to ensure spatial data is accurate, current, and interoperable with corporate systems. • Cross functional skills across data and AI based technologies. • Promote and train staff in the effective use of GIS technologies, fostering a culture of data literacy and innovation across departments. • Consult on special projects that incorporate GIS components, offering spatial insights and technical expertise to enhance project outcomes.

GEOGRAPHIC INFORMATION SYSTEM (GIS) OFFICER

	<ul style="list-style-type: none"> Maintain strong relationships with GIS vendors and consultants, ensuring access to the latest tools, support, and industry best practices.
Teamwork	<ul style="list-style-type: none"> Assist with Project and Contract Management under direction of the Manager Information & Technology. Carry out other duties as required. Share information with team members to assist them to understand and manage uncertainty and change Communicate with management between the IT Team and other sections of EGW.
Culture, Values & Behaviours	<ul style="list-style-type: none"> Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. Build a supportive and cooperative environment, one that recognises the value of collaboration. Support a workplace culture that enables diversity, fair and inclusive practices Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	<ul style="list-style-type: none"> Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Thorough knowledge of the principals and practices of GIS. • Experience in ELT systems and data integration concepts. • Strong problem-solving skills. • Demonstrated consultation and communication skills. • Knowledge of SQL Server and SQL programming. • Advanced skills and demonstrated competence of the Microsoft Office suite of software. 	<ul style="list-style-type: none"> • Ability to develop and conduct training programs. • Cross function skills across data, AI and Cyber security

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to manage Projects across internal and external contractor. • The ability to recognise when managers, stakeholders or staff should be consulted regarding proposed decisions and actions. • The ability to develop, prepare and implement projects, systems and programs within area of expertise and position scope to minimise the exposure of risk to EGW, its people, assets and the community. 	<ul style="list-style-type: none"> • The ability to work effectively in an unsupervised area.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Providing an interface between GIS staff and other professionals within EGW. Highly developed communication, consultative and customer service skills ensuring the ability to effectively communicate with personnel at all levels in the business. 	<ul style="list-style-type: none"> Ability to gain co-operation and assistance from and communicate effectively with customers, contractors, government agencies and regulatory authorities.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> Qualification in Geomatics or Cartography and/or relevant experience. Mandatory trainings throughout course of employment 	<ul style="list-style-type: none"> Database administration and or SQL experience. ESRI and Intramaps GIS system knowledge. Legally able to drive a motor vehicle and possess a valid driver's licence.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> Demonstrated experience (minimum 4 years) in asset management systems. Demonstrated experience working with structured data, including its organization, transformation, and integration across enterprise systems. 	<ul style="list-style-type: none"> Experience in an engineering environment, particularly in Water Industry.

KEY SELECTION CRITERIA

1. A qualification in Geomatics or Cartography and/or demonstrated experience working in a GIS administration and/or development environment.
2. Effective customer service skills including the ability to work in and utilise a team- based approach to achieve outcomes.
3. Well-developed interpersonal skills combined with good verbal and writing skills ensuring the ability to work effectively with people at all organisational levels, in and outside of East Gippsland Water.
4. Effective time management skills combined with the ability to prioritise to ensure quality outcomes during times of peak activity.
5. Experience and ability in problem solving.
6. A positive attitude toward personal development and knowledge of East Gippsland Water and/or the water industry.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://egwater.vic.gov.au/careers).