Position description

Position title	GIS Officer
Position number	200917
Classification level	B
Group	Corporate Services
Reports to	Functional Analyst – GIS
Location	1010 La Trobe Street Docklands Victoria
Date	March 2024
Tenure	Full-time fixed-term – 12 months

Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

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Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

"To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state".

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.

- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.

- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.

- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

The GIS Officer reports directly to the Functional Analyst - GIS in the IT & Digital Services team.

Budget

N/A

Other

N/A

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Purpose of the position

The GIS Officer provides expert assistance to users and clients by providing geospatial services to support business activities and asset management functions performed by VicTrack, our contractors and stakeholders.

This position will perform a range of duties to maintain and improve the quality of VicTrack's corporate map base (CMB), creation and editing of spatial data, collection of information, data importing and exporting, and validation/verification processes. Other services provided to support project activities include planning and mapping production, spatial data analysis and reporting, and supplying spatial data.

Key accountabilities/functions

- Complete complex tasks, including the collection, importation, maintenance and validation/verification of geospatial data.
- Prepare GIS products and services, in accordance with agreed guidelines and with minimal supervision, that meets client needs.
- Perform data validation processes to improve map data quality.
- Perform system acceptance testing to support the implementation of GIS software releases, interfaces to the GIS, and supporting business systems.
- Perform spatial data conversion processes (import/export routines) to disseminate map data and improve map data quality and content.
- Provide advice to customers (staff, government agencies, rail industry bodies, and contractors) on aspects of the geospatial data and services.
- Acquire skills in the practical use of all geospatial system tools and their development, production and distribution and ensure knowledge in the tools is kept up to date.
- Assist in managing the integrity and security of the geospatial database(s) to ensure the requirements of clients continue to be met.
- Assist in training staff in the use of the geospatial system and promoting its application.
- Assist in monitoring the geospatial system to ensure it operates as per the specification and in a timely manner.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act,* as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

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Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Tertiary qualifications in a land related discipline eg: surveying/cartography/GIS/land information or experience in geospatial information systems and/or related technologies

Knowledge and experience

- Experience in the creation and maintenance of geospatial databases using GIS software
- Understanding of database technologies
- Understanding of the principles of geospatial information systems (GIS) and their application to business
- Understanding of asset management concepts and the application of asset databases to manage assets

Skills

- Ability to prioritise and manage tasks within deadlines and with minimal supervision
- Well-developed interpersonal skills with the ability to effectively communicate with a wide range of people and build and enhance key relationships
- Able to work in a team environment and contribute positively to team goals
- Ability to communicate instructions and mentor contract staff in the data maintenance and associated tasks

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Government departments and agencies
- Rail operators
- Consultants

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